

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Thursday, December 16, 2004

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|--|-----------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of November 4, 2004 | Larry Hanna |
| D. President's Report | Steve McCleery |
| E. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Consideration of Fiscal Services Travel Policy | Dan Hardin |
| 6. Consideration of Board Election Resolution | Steve McCleery |
| 7. Consideration of Redistricting Proposal | Steve McCleery |
| 8. Consideration of Motor Pool Inventory | Charley Carroll |
| 9. Personnel Consideration - Webmaster | Bill Kunko |
| 10. Personnel Consideration – Programmer Analyst | Bill Kunko |
| 11. Personnel Consideration – Talent Search School Coordinator | Regina Organ |
| F. Closure of Open Meeting | Larry Hanna |
| G. Public Comments | Larry Hanna |
| H. Announcement of Next Meeting | Larry Hanna |
| I. Adjournment | Larry Hanna |

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

NOVEMBER 4, 2004

MINUTES

The New Mexico Junior College Board met on Thursday, November 4, 2004, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Mr. Larry Hanna, Chairman; Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; Mr. Wade Cavitt; and Mr. John Hice, Jr.

Mr. Hanna called the meeting to order and welcomed visitors and guests present: Vange Perryman, Hobbs News Sun.

Upon a motion by Mr. Cavitt, seconded by Mr. Hice, the agenda was unanimously adopted, as presented.

Upon a motion by Mr. Jones, seconded by Ms. Chappelle, the board unanimously approved the minutes of October 14, 2004, as written.

Under *President's Report*, Dr. McCleery reported that the Thunderbird Classic Basketball Tournament starts tonight at Caster Activity Center. Dr. Mary Breslin from North Central Association is meeting on campus. The strategic planning sessions will be December 8, 9, and 10. The G. O. Bond issue passed and the Vice President for Instruction is continuing.

Under *New Business*, Pat Chappelle gave some background information on the re-districting proposal. There will be an open forum meeting for discussion of the various options before the December board meeting. Brad Morrison from Research and Polling will be available for both the open forum and the board meeting to answer questions. He is recommending Option Three.

Dan Harding presented the Fiscal Watch Reports for board consideration. After some discussion, and upon a motion by Mr. Hice, seconded by Ms. Chappelle, the board accepted the reports. The vote was as follows: Mr. Jones – yes; Mr. Hice – yes; Ms. Chappelle – yes; Mr. Hanna – yes; Mr. Cavitt – no; Mrs. Williams – yes; and Mr. Kesner – no.

Dr. McCleery presented a recommendation for a one-time non-reoccurring compensation increase of \$700 to each full-time employee on December 15, 2004. The compensation increase will be paid out of reserves generated by oil and gas revenue. After some discussion and upon a motion by Mr. Jones, seconded by Mrs. Williams, the board approved the recommendation. The vote was as follows: Mr. Jones – yes; Mr. Hice –

yes; Ms. Chappelle – yes; Mr. Hanna – yes; Mr. Cavitt – yes; Mrs. Williams – yes; and Mr. Kesner – no.

Dr. McCleery recommended Ms. Karen Wiley for the Director of Western Heritage Center position at an annual salary of \$58,500. Upon motion by Mr. Cavitt, seconded by Ms. Chappelle, the board unanimously approved the employment of Ms. Wiley.

Sharon Jenkins recommended Ms. Karen Buntin for the Coordinator of Technical Services position at an annual salary of \$40,044. Upon a motion by Ms. Chappelle, seconded by Mr. Hice, the board unanimously approved the employment of Ms. Buntin.

Personnel Consideration – Webmaster was tabled.

Mr. Cavitt moved the board go into closed session for the discussion of limited personnel matters under the provisions of section 10-15-1-H(2) of the New Mexico Statutes Annotated 1978. Mr. Jones seconded the motion. The roll call vote was as follows: Mr. Jones – yes; Ms. Chappelle – yes; Mr. Hice – yes; Mr. Hanna – yes; Mr. Cavitt – yes; Mrs. Williams – yes; and Mr. Kesner – yes.

Upon re-convening in open meeting, Mr. Hanna stated that the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

Mr. Hanna called for comments from the public. There being none, the next regular board meeting was scheduled for December 16, 2004, beginning at 4:00 p.m. The open forum for the re-districting proposal will begin at 2:00 p.m.

Upon a motion by Mr. Jones, seconded by Mr. Cavitt, the board meeting adjourned at 6:20 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: December 7, 2004
RE: Expenditure and Revenue Reports for November

The November expense report represents month five or 42 percent of the 2004/2005 fiscal year. The expenditure report reflects expenditure totals that include funds expended and encumbered. The total year-to-date funds expended and/or encumbered through November 2004 is \$22,693,455.00 of which \$9,697,273.00 are encumbered funds. Because the November Board meeting was so early in the month we did not present financial reports for October. The monthly portion of the expense report is a combination of October and November expenditures.

Instruction and General had total expenditures of \$5,316,158.00 through November of 2004, which is 38% of budget. Academic Support and Student Services have slightly higher percentage of expenditures than the 42%. Both Academic Support and Student Services have outstanding encumbrances that increase the percentage of budget expended and/or encumbered. Expenditures in Institutional Support are less than the 42%, mainly from departments in Institutional Support with expense accounts that are expensed only quarterly or annually. In the other unrestricted funds Student Activities and Student Aid both have expenditures that are seasonal and usually are tied to the start of the semesters. Auxiliary Enterprise has a higher percentage of expenses for cost of goods sold in the fall than in other times of the year. Auxiliary Enterprise expenses are slightly below where we were this time last year. Total current unrestricted funds year to date is \$7,098,678.00, which is 41% of the budget for unrestricted funds.

Expenditures year to date for grants under the Restricted funds is \$488,625.00, which is 26% of the budget for grants. Restricted student aid has expenditures of \$2,438,646.00 which is 55% of the budget for student aid. Both grants and student aid have similar percentage of expenditures to budget as last year.

Expenditures for plant funds include a large amount of funds encumbered for the two construction projects that are currently in progress.

Total expenditures for October and November of 2004 was \$4,464,601.00, the year to date total of expended and/or encumbered funds is \$22,693,455.00.

The revenue through November of 2004 has been strong. Instruction and General revenue is on track for this time of year. Tuition and fees are above the projected budget, State Appropriations are on track, Oil and Gas revenues as would be expected are above budget with monthly checks approaching half a million, property taxes will receive a large amount of funds in December or January, Interest income is close to projections, and other revenues are slightly above budget. Other revenues include revenue from ELIN, GEO (Wackenhut), vending commissions, Library fines etc. Other unrestricted revenue is within or above projected budget. Auxiliary Enterprises are above the projected budget, with strong bookstore sales and better than projected dorm and meal plan revenue. Total year to date current unrestricted revenue is \$7,707,897.00.

In restricted funds grant revenue is starting to increase and the draw downs for restricted student aid were large for October and November.

Plant fund revenue year to date is \$2,579,420.00, we have to expend the funds before we can request a drawdown.

Total year to date revenue is \$12,397,883.00

As you would expect the Oil and Gas revenue is currently very strong. After the first four months of the fiscal year we are \$785,098.00 over budget, with total Oil and Gas revenue is \$1,982,633.00 with the accrual of \$239,507.00.

In reviewing the investment report we brought in \$1,000,000.00 from the LGIP during November, this is mainly to cash flow the construction projects.

This is the Financial Report for October and November 2004.

NEW MEXICO JUNIOR COLLEGE
Expenditure Report
November 2004

42% of Year Completed

Fund	2003-04			2004-05			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Oct & Nov Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	6,416,054	2,090,455	33%	6,158,038	1,223,366	2,445,921	40%
Academic Support	1,290,398	626,035	49%	1,216,190	343,826	582,582	48%
Student Services	1,477,378	694,172	47%	983,483	236,821	475,384	48%
Institutional Support	2,154,295	1,048,987	49%	3,601,230	491,391	1,060,602	29%
Operation & Maintenance of Plant	1,932,913	1,038,745	54%	1,872,035	339,583	751,669	40%
Subtotal - Instruction & General	13,271,038	5,498,394	41%	13,830,976	2,634,987	5,316,158	38%
Student Activities	310,002	120,081	39%	124,739	17,713	60,644	49%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	420,854	570,176	135%	997,188	158,374	431,262	43%
Student Aid	148,028	137,316	93%	331,910	30,378	179,017	54%
Auxiliary Enterprises	1,457,233	913,958	63%	1,495,366	318,186	846,506	57%
Athletics	698,906	269,662	39%	687,867	187,768	265,091	39%
Total Current Unrestricted Fund	16,306,061	7,509,587	46%	17,468,046	3,347,406	7,098,678	41%
CURRENT RESTRICTED FUND							
Grants	2,843,425	665,198	23%	1,849,374	182,677	488,625	26%
Student Aid	4,180,325	2,469,323	59%	4,422,593	40,442	2,438,646	55%
Total Current Restricted Fund	7,023,750	3,134,521	45%	6,271,967	223,119	2,927,271	47%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	6,096,932	659,740	0%	9,047,285		7,463,569	82%
Projects from State GOB Funds	5,274,385	2,009,147	38%	4,549,839		4,221,434	93%
Projects from State STB Funds	2,000,000	0	0%	1,885,297	719,714	719,714	0%
Projects from General Fund	0	0	0%	648,945	0	0	0%
Projects from Private Funds	0	0	0%	1,350,000	0	0	0%
Projects from State E R & R	409,201	0	0%	386,587	0	0	0%
Projects from State B R & R	532,834	119,525	22%	480,452	174,362	227,282	47%
Projects from Auxiliary BR&R	19,147	0	0%	47,709		35,507	74%
Subtotal - Capital and BR&R	14,332,499	2,788,412	19%	18,396,114	894,076	12,667,506	69%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	14,332,499	2,788,412	19%	18,396,114	894,076	12,667,506	69%
GRAND TOTAL EXPENDITURES	37,662,310	13,432,520	36%	42,136,127	4,464,601	22,693,455	54%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
November 2004

42% of Year Completed

Fund	2003-04			2004-05			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Oct & Nov Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,653,150	916,271	55%	1,690,200	56,847	1,000,440	59%
State Appropriations	7,684,800	3,414,331	44%	8,089,900	1,291,216	3,368,040	42%
Advalorem Taxes - Oil and Gas	3,409,779	1,670,122	49%	3,409,779	1,056,312	1,983,855	58%
Advalorem Taxes - Property	2,000,000	84,194	4%	2,468,000	(58,429)	49,113	2%
Interest Income	150,000	54,525	36%	155,871	44,062	59,809	38%
Other Revenues	316,500	98,797	31%	234,500	44,688	117,849	50%
Subtotal - Instruction & General	15,214,229	6,238,240	41%	16,048,250	2,434,696	6,579,106	41%
Student Activities	47,500	28,429	60%	47,800	810	28,939	61%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	5,537	43%	13,000	0	0	0%
Auxiliary Enterprises	1,728,300	975,973	56%	1,802,550	100,383	1,085,477	60%
Athletics	35,400	14,609	41%	36,600	5,750	14,375	39%
Total Current Unrestricted	17,038,429	7,262,788	43%	17,948,200	2,541,639	7,707,897	43%
CURRENT RESTRICTED FUND							
Grants	2,843,425	258,615	9%	1,849,374	122,958	201,618	11%
Student Aid	4,180,325	2,411,014	58%	4,422,593	1,537,170	1,908,948	43%
Total Current Restricted	7,023,750	2,669,629	38%	6,271,967	1,660,128	2,110,566	34%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,593,986	715,642	16%	3,612,996	1,656,127	2,579,420	71%
Projects from State STB Funds	2,000,000	0	0%	1,885,297	0	0	0%
Projects from General Fund	680,399	0	0%	648,945	0	0	0%
Projects from Private Funds	0	0	0%	1,350,000	0	0	0%
Projects from Other State Funds	0	0	0%	0	0	0	0%
Total Plant Funds	7,274,385	715,642	10%	7,497,238	1,656,127	2,579,420	34%
GRAND TOTAL REVENUES	31,336,564	10,648,059	34%	31,717,405	5,857,894	12,397,883	39%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

November 2004

42% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2004-05 Original Budget	Variance Over (Under) Budget
Accrual	July	\$37.55	3,004,977	\$5.33	16,626,962	447,818	239,507	208,311
Accrual	August	\$36.19	3,066,678	\$5.77	17,406,483	465,288	239,507	225,781
Accrual	September	\$39.81	3,117,280	\$5.63	17,532,555	456,705	239,507	217,198
Accrual	October	\$42.73	3,062,698	\$6.08	16,950,566	373,315	239,507	133,808
Accrual	November	\$44.51	3,055,757	\$5.31	17,213,076	239,507	239,507	0
Accrual	December							0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						1,982,633	1,197,535	785,098
Y.T.D. Equipment Tax Revenue						1,222		1,222
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						1,983,855	1,197,535	786,320

Source: New Mexico Taxation and Revenue Department

Per Johnson, Miller & Co., C.P.A.'s, an accrual is made for oil and gas revenue for the reporting month.

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
November 2004

42% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	7,625,000	N/A	N/A	N/A	7102-1348	1.97%	14,173
Total investments	<u>7,625,000</u>						<u>14,173</u>

Summary of Current Month's Activity	
Beginning amount	8,625,000
Plus: deposits	0
Less: withdrawals	(1,000,000)
Capital Projects	9,047,285
Reserves Invested	-1,422,285
Total LGIP Investment	7,625,000

Capital Projects	11/30/2004
Technology Upgrade	211,024.20
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Docutech	425,001.40
Vehicles	59,356.49
CISCO Networking Equipment	1,970.63
Western Heritage Center	1,415,000.00
Drawings and Master Plan	94,153.70
Baseball Field	204,472.61
Rodeo Arena	1,291.50
Dormitory Landscape	45,900.93
Lea County Beautification	0.00
Circle Drive	118,235.44
Dorm Construction	0.00
Roadway Parking Lot Seal Coat	19,689.42
Dorm Recreation Area	116,227.09
BR&R Carryover	476,702.36
Water Rights	9,465.59
Firing Range Upgrade	5,559.66
Millen Fence/Landscape	175,000.00
Ben Alexander Student Center	3,265,438.94
JASI	321,774.45
Computer Equipment Rebates	8,923.65
Clerk of the Works	70,000.00
Marketing	80,000.00
West Texas ITV	50,000.00
Dorms	242,000.00
Equestrian Center	150,000.00
Telephone	125,000.00
Total	9,047,284.60

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (505)392-5210
Fax: (505)392-2526

To: Board Members
From: Dan Hardin
RE: Fiscal Services travel policy
Date: December 6, 2004

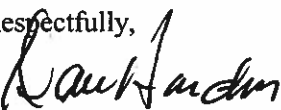
Board members, the Business Office is recommending changes to the Fiscal Services travel policy to comply with state statute on per diem and mileage. We are recommending a change in per diem from \$22.50 to \$30.00 and a change in mileage from .25 cents to .32 cents per mile. The Business Office requested an opinion from Bill Shoobridge before bringing these policy changes to the Board. The letter from the Shoobridge law firm is attached.

In the Travel policy, you will note that the Business Office pays actual cost on lodging and pays per diem on meals. We have looked at this internally and feel that it is the most judicious decision. Per diem does not apply until the NMJC traveler is gone for more than eight hours, as you can see the schedule of \$10.00 after eight hours, \$20.00 after sixteen hours and \$30.00 after twenty four hours. This schedule is used in lieu of requiring receipts for meals. The administrative cost to require receipts is far more costly than any potential savings.

Attached you have the current policy and the recommended changes, the letter from Bill Shoobridge, and the complete travel policy with the changes inserted.

Your approval of the amended Travel Policy is requested.

Respectfully,


Dan Hardin

Travel Policy changes:

Page 2

Section III:

Lodging: The database fills in the number of days but you must supply the estimated cost of lodging. Receipts are required for reimbursement of actual lodging, or one can claim standard lodging (\$52.20) in which case no receipts are required.

Meals: Meals are paid based on \$22.50 per 24 hours, so receipts are not required unless teams or groups are traveling. See the information printed on the travel request form for explanation of partial day per diem and payment of per diem for day trips. The per diem on this line must match the dates and times shown on Section II line c. If there is a registration fee and meals are provided, subtract \$7.50 per provided meal on the Section III "Other" line. The traveler is expected to take advantage of meals provided.

Changed to

Section III:

Lodging: The database fills in the number of days but you must supply the estimated cost of lodging. Actual cost of lodging is paid and receipts are required.

Meals: Meals are paid based on \$30.00 per 24 hours, so receipts are not required unless teams or groups are traveling. Partial day meals are paid as follows:

0 to 8 hours	\$ 0.00
8 hours but less than 16 hours	\$10.00
16 hours but less than 24 hours	\$20.00
24 hours	\$30.00

The per diem on this line must match the dates and times shown on Section II line c. If there is a registration fee and meals are provided, subtract \$10.00 per provided meal on the Section III "Other" line. The traveler is expected to take advantage of meals provided.

Private vehicle mileage is reimbursed at official map mileage only at the rate of \$.25/mile. Actual mileage (backed up by a mileage log) is allowed in some specific cases. Private vehicle travel done entirely within Hobbs or Lea County can be reimbursed at actual mileage when the travel form is accompanied by a mileage log showing beginning and ending odometer readings and resulting mileage.

Other travel costs: Use this line to subtract \$7.50 for meals provided by a registration fee or to deduct or include miscellaneous costs such as shuttle, parking or rental car. The total of all "other" costs minus \$7.50 for meals provided is carried to the Estimated column before the trip is made and to the Reimbursement column when the trip is reconciled.

Changed to

Private vehicle mileage is reimbursed at official map mileage only at the rate of \$.32/mile. Actual mileage (backed up by a mileage log) is allowed in some specific cases. Private vehicle travel done entirely within Hobbs or Lea County can be reimbursed at actual mileage when the travel form is accompanied by a mileage log showing beginning and ending odometer readings and resulting mileage for each trip.

Other travel costs: Use this line to subtract \$10.00 for meals provided by a registration fee or to deduct or include miscellaneous costs such as shuttle, parking or rental car. The total of all "other" costs minus \$10.00 for meals provided is carried to the Estimated column before the trip is made and to the Reimbursement column when the trip is reconciled.

Non-Employee Travel

Athletic Recruits:

When athletic recruits and their parents visit NMJC, the responsible coach is allowed to pay for meals for himself as well as the student and parents. In this case, the \$7.50/meal limit is waived for the coach and the visitors. If there was an agreement that NMJC would provide lodging for the recruit and parents, the coach should arrange the lodging and make payment with his NMJC purchase card at the time the reservation is made.

Interviewees Travel:

When prospective employees travel to NMJC to interview for a job, travel costs are reimbursed at \$.25 cents per mile for round trip map mileage only (as determined by MapQuest or a similar online source). A copy of the mileage source information should be attached to the Non-employee Travel Form.

Changed to

Athletic Recruits:

When athletic recruits and their parents visit NMJC, the responsible coach is allowed to pay for meals for himself as well as the student and parents. If the cost of the meals is greater than the \$30.00/24 hours per diem limit, that limit can be waived for the coach and the visitors. If there was an agreement that NMJC would provide lodging for the recruit and parents, the coach should arrange the lodging and make payment with his NMJC purchase card at the time the reservation is made.

Interviewees Travel:

When prospective employees travel to NMJC to interview for a job, travel costs are reimbursed at \$.32 per mile for round trip map mileage only (as determined by MapQuest or a similar online source). A copy of the mileage source information should be attached to the Non-employee Travel Form. Other costs can be reimbursed on a case-by-case basis

WILLIAM G. W. SHOBRIDGE

DOUGLAS WILLIAM VITT

SHOBRIDGE LAW FIRM, P. C.

701 NORTH GRIMES STREET
HOBBS, NEW MEXICO 88240

(505) 3972496

FAX: (505) 3972497

E-MAIL: shooblaw@aol.com

October 29, 2004

Dan Hardin, VP for Finance
New Mexico Junior College
5317 Lovington Highway
Hobbs, New Mexico 88240

RE: NMJC Per Diem and Mileage Policy

Dear Mr. Hardin:


It was a pleasure discussing the above matter with you and Ms. Hancock yesterday on the phone.

I will set out all the relevant points we discussed so you will have a record for your Finance Department Policy and Procedure Manual. While most of our discussions focused on Section 10-8-4 of the New Mexico Statutes. I have attached the whole article as background to the questions you asked.

1. As to your first questions of how to interpret Section 10-8-4(B)(2) and Section 10-8-4(C)(2) please note that they are not applicable to NMJC. These sections present an either or scenario in which NMJC can comport itself within these guidelines or Section 10-8-4(L). From our discussion, it seems that NMJC is currently operating and would like to operate under Section 10-8-4(L). The only point now is for you to confirm if this was just traditionally done or if the NMJC Board has gone on record approving Section 10-8-4(L) as the preferred method.
2. As to your second question of the actual mechanics of Section 10-8-4(L) it needs to be read in conjunction with the NMJC Boards authority to develop "rules and regulations" under Section 10-8-5 regarding how Section 10-8-4(L) will operate at their institution. Thus while NMJC must reimburse actual expenses for lodging, the school could have a local rule that forbid employees from booking rooms over a certain amount. Again while Section 10-8-4(L) states actual expense for meals, the board using its powers under Section 10-8-5 could develop policies and procedure on how the "not to exceed" aspects of that clause are to be locally handled which I think would allow your current meal proration method.
3. Finally Section 10-8-4(D) does apply to NMJC. While it does not state public post secondary educational institutions the definitions put forward in Section 10-8-3 clearly include the "public officers" and "employees" of those institutions in their meaning.

After consulting with the attached information if you have further questions, please don't hesitate to call.

Sincerely,



Handwritten signature of Douglas William Vitt in black ink, featuring a large, stylized initial 'D' and a long, sweeping horizontal stroke.

DOUGLAS WILLIAM VITT

/jc

TRAVEL AND PER DIEM

EMPLOYEE TRAVEL PROCEDURES

Rev: 12/16/04

Travel Form I - Travel Request

Form I secures approval for travel. This form must be completed and signed for each employee who travels. The *Estimated Cost* column of this form must include all expenses related to the trip such as registration, transportation, and any anticipated miscellaneous costs. Print three copies of Travel Form I (white, yellow and pink), attach backup items such as a meeting announcement or agenda, then obtain the required signatures. All travel must be approved by a Vice President. All out of state travel 250 miles or more away from Hobbs must be approved by the President.

If a travel advance and/or official vehicle is requested, fill out the appropriate request form (located on the travel database) and attach it (them) to the request form along with backup as mentioned above. Be sure to put a signature tag on the advance and/or vehicle request form so that subsequent signers will notice them and sign them.

After all signatures are obtained at the bottom of the form under *Request Approvals*, the forms and backup are forwarded to the Business Office where the advance request and official vehicle request forms are removed and routed appropriately. The travel request form and backup are returned to the originating office to be held until the trip is completed.

The *Estimated Cost* column requires the following information:

Section I: Line a: Fill in name of traveler and the travel account number
 Line b: List all others who will be making the same trip. If other travelers are NMJC employees, each must also have his/her own travel form. If the other travelers are students, a list must be on the form (line e) or attached. All expenses related to a student's travel are paid to the sponsor, not to the student. In some cases, sponsors give students cash for their meals, but that cash must be obtained by the sponsor via a cash advance and a cash voucher must be signed by the student and attached to the travel form when the trip is completed.

Section II: Line a: Fill in the destination city and state.
 Line b: Fill in the name of the meeting and/or the purpose of the trip.
 DO NOT USE INITIALS OR ACRONYM – write out the complete name of the organization.
 Line c: Fill in the estimated date and time of departure and return
 Line d: AFTER THE TRIP, fill in by hand the actual date and time of

departure and return.

Line e: Use this line to explain any unusual circumstances or to supply helpful information

Section III: Lodging: The database fills in the number of days but you must supply the estimated cost of lodging. Actual cost of lodging is paid and receipts are required.

Meals: Meals are paid based on \$30.00 per 24 hours, so receipts are not required unless teams or groups are traveling. Partial day meals are paid as follows:

0 to 8 hours	\$ 0.00
8 hours but less than 16 hours	\$10.00
16 hours but less than 24 hours	\$20.00
24 hours	\$30.00

The per diem on this line must match the dates and times shown on Section II line c. If there is a registration fee and meals are provided, subtract \$10.00 per provided meal on the Section III "Other" line. The traveler is expected to take advantage of meals provided.

Be aware that the database might not correctly calculate per diem when the hour of return is earlier than the hour of departure (for example leaving at 7:00 a.m. on 12/10/04 and returning at 6:00 a.m. or 12/12/04). You must calculate by hand and write in the correct reimbursement amount.

On day trips (no overnight stay), per diem reimbursement is made through payroll to comply with IRS regulations. Therefore, the traveler must not use his/her NMJC purchase card for the meal.

Air fare: Information such as the name of the airline and the cost should be filled in.

Official vehicles: Travelers should use official vehicles rather than personal vehicles whenever possible. To use an official vehicle, employees must complete a defensive driving course, have a satisfactory driving record and be on the NMJC list of approved drivers. The Director of Security maintains that list and obtains updates of driving records.

When an official vehicle is requested, first call Motor Pool to reserve a vehicle, then fill in the official vehicle number, the map mileage and rate per mile. The rate per mile for official vehicles varies by vehicle. If the destination is not listed on the Travel Manual mileage reference sheets,

consult and print an on-line source such as MapQuest and attach it to the travel form.

Print one copy of the official vehicle request form on pink paper. An official vehicle must not be taken from Motor Pool until the vehicle request form has been signed and delivered to Motor Pool.

When an official vehicle is being used, the traveler should check out an NMJC gasoline credit card from the Business Office. When possible, gasoline credit cards should be used rather than purchase cards or cash.

Private vehicle mileage is reimbursed at official map mileage only at the rate of \$.32/mile. Actual mileage (backed up by a mileage log) is allowed in some specific cases. Private vehicle travel done entirely within Hobbs or Lea County can be reimbursed at actual mileage when the travel form is accompanied by a mileage log showing beginning and ending odometer readings and resulting mileage for each trip.

Registration fee: Use the drop-down box to indicate whether or not there is a fee. If there is a fee, attach a copy of the registration form and the means of payment (purchase card charge or requisition).

Other travel costs: Use this line to subtract \$10.00 for meals provided by a registration fee or to deduct or include miscellaneous costs such as shuttle, parking or rental car. The total of all "other" costs minus \$10.00 for meals provided is carried to *the Estimated* column before the trip is made and to the *Reimbursement* column when the trip is reconciled.

The *Total* line should reflect all known estimated costs associated with the trip.

Travel Advances:

Travel advances are a courtesy and should be requested only if the trip would cause a financial hardship to the traveler. Advances are made in the amount of \$50.00 or more. The traveler is expected to cover costs less than \$50.00 with the NMJC purchase card or personal reimbursable resources.

If an advance is required, print one copy of the Advance Request on yellow paper and include it with the travel form for signatures. Tag the Advance Request so the signers will notice it. Advance Requests must reach the Business Office by Wednesday the week before the trip in order for the advance check to be cut in a regular check run.

The traveler must sign for the travel advance check when it is picked up in the Business Office.

Advances must be cleared within 10 days after completion of the trip. If advance money is due back to NMJC, that money must be repaid within 10 days after completion of the trip. Failure to reconcile the trip and/or return unused advance money within 10 days can result in future advances being denied.

Canceled Travel

If a travel request is canceled and a travel advance has been requested, the Business Office should be notified as soon as possible. If the travel advance check was already picked up by the traveler, that check (or cash or personal check) must be returned to the Business Office immediately. Failure to follow this procedure could result in the denial of future requests for cash advances.

Reconciling the Travel Form After the Trip:

To complete the travel process, use the original 3-part travel form and fill in the *Reimbursement* column by hand, starting with line d (actual departure and return dates and times). All expenses associated with the trip must be listed above the TOTAL line, then methods of payment subtracted as shown on the form. Note that per diem for day trips will be paid through payroll, therefore the purchase card should not be used for day trip meals.

When several people travel to the same event and charges for lodging, registration, etc., are put on just one person's purchase card, each individual's travel form should reflect that person's portion of the total cost. Copies of receipts are required even when the charges are on someone else's purchase card. It is important for each person's travel form to show the entire cost for that person to make the trip, regardless of how those costs were paid.

After the form is signed under "Reimbursement Approvals" by the traveler, the supervisor and the Vice President, and President if required, forward all three copies (white, yellow and pink) and all supporting documents and receipts to the Business Office.

Reimbursement checks are prepared on the same schedule as all other Accounts Payable checks, i.e. the properly completed and documented travel form must reach the Business Office by Wednesday of the preceding week in order for the check to be ready on Friday. Departments which track travel on their data base should fill in reimbursement information on their computers but fill in the original travel form by hand. The Business Office needs to have the *original* travel form with signatures on both the bottom left (obtained prior to the trip) and the bottom right (obtained after the trip) for our files.

It is recommended that all departments make copies of the travel form and backup receipts

and documentation before sending the originals back through the signature chain. If the original became lost, the copies could serve to reconcile the trip.

Gasoline Credit Cards can be checked out at the Business Office and travelers should use an NMJC gasoline credit card (Chevron, Shell/Texaco, Exxon/Mobile) rather than a purchase card or cash for fuel in official vehicles. If the traveler does not have an NMJC gasoline credit card or cannot locate a particular brand of gas station, the NMJC purchase card can be used, but gas cards give NMJC the benefit of exemption from taxes while other forms of payment (cash or purchase card) do not allow that benefit.

Team and Group Travel

As soon as the coach or sponsor has established his/her schedule, the department travel coordinator should complete a travel form (white, yellow and pink copies) for each trip along with any travel advance requests (one copy on yellow) and official vehicle request forms (one copy on pink) for each vehicle needed. After the forms are signed, forward the travel form, official vehicle form, and advance request to the Business Office. As with travel for individuals, the Business Office will separate the advance request and official vehicle forms, then return the travel form to the department.

Coaches and group sponsors are encouraged to use the NMJC purchase card when possible.

The traveler must sign for and pick up travel advance checks in the NMJC Business Office. If cash is given to students, a cash voucher must be completed and signed by the student receiving the cash. The cash vouchers are then included with other receipts to account for the cash.

When a coach travels alone (without a team), travel is handled as outlined in the preceding sections on individual travel.

Those responsible for team and group travel should make every effort to stay within the per diem allowed for individual travel, i.e. a maximum of \$30.00/24 hours/person. The Business Office recognizes that time constraints and availability of eating establishments can sometimes cause deviation from the established per diem.

Team and group travel must be reconciled and unused advance money must be returned to the Business Office within 10 days of the end of the trip. All advanced cash must be accounted for either by receipts or by return of cash to the NMJC Business Office.

After the trip Travel Form I is completed by hand to indicate actual expenses and sources of payment or reimbursement. Appropriate "Reimbursement Approval" signatures are then obtained on the bottom right side of the form. The form (white, pink and yellow copies), along with all receipts, cash vouchers and any unused cash is routed through the signature

chain, then to the Business Office. The Business Office cashier issues a receipt for returned cash. A copy of the receipt is attached to the completed travel form before it is filed. If the traveler (or secretary) prefers, returned cash can be delivered to the Cashier immediately after the trip and a receipt is attached to the travel form before it goes through the signature chain.

Departments are charged for official mileage at the end of the month via the pink official vehicle request form. The rate per mile depends on the vehicle used. If the NMJC bus is used, there is an additional fee for the qualified bus driver. That fee should be noted under "Other Travel Costs," then deducted as "Paid by NMJC or Outside Source."

It is recommended that all departments make copies of the travel form and backup receipts and documentation before sending the originals back through the signature chain. If the original became lost, the copies could serve to reconcile the trip.

NON-EMPLOYEE TRAVEL

Athletic Recruits:

When athletic recruits and their parents visit NMJC, the responsible coach is allowed to pay for meals for himself as well as the student and parents. If the cost of the meals is greater than the \$30.00/24 hours per diem limit, that limit can be waived for the coach and the visitors. If there was an agreement that NMJC would provide lodging for the recruit and parents, the coach should arrange the lodging and make payment with his NMJC purchase card at the time the reservation is made.

Interviewees Travel:

When prospective employees travel to NMJC to interview for a job, travel costs are reimbursed at \$.32 per mile for round trip map mileage only (as determined by MapQuest or a similar online source). A copy of the mileage source information should be attached to the Non-employee Travel Form. Other costs can be reimbursed on a case-by-case basis.

Non-Employee Travel Reimbursement Form

This form is to be used to pay travel-related expenses to non-employees or to pay honorariums. When possible, the traveler should sign the form to certify that the information is correct. The non-employee's social security number is required if payment is being made for services rendered and there should be backup showing what that service was (like a program or agenda with that person's name on it). If the payment is reimbursement for travel expenses (mileage, lodging, meals, etc.) the social security number is not required but backup supporting the amounts claimed is required.

Canceled Travel

If a travel request is canceled and a travel advance has been requested, the Business Office should be notified as soon as possible. If the travel advance check was already picked up by

the traveler, that check (or cash or personal check) must be returned to the Business Office immediately. *Failure to follow this procedure could result in the denial of future requests for cash advances.*

USE OF COLLEGE VEHICLES

Rev. 12/16/04

College-owned vehicles should be used for official travel whenever possible. Official vehicles must not be taken from Motor Pool until the official vehicle use form, signed by the driver and the appropriate Dean or Director and Vice President (and President if the trip is 250 miles or more out of state) has not been delivered to Motor Pool.

All drivers must be pre-approved by the NMJC Director of Security. The driver must have completed a defensive driving course and have a satisfactory driving record. The Director of Security maintains the approved drivers list and updates individual driving records periodically. Some NMJC vehicles require that the drivers hold Commercial Drivers Licenses with specific endorsements.

GASOLINE CREDIT CARDS

Rev: 12/16/04

NMJC gasoline credit cards are available in the Business Office and can be checked out to approved drivers for use with college-owned vehicles. Only gasoline and on-the-road repairs are to be charged on these credit cards.

Gasoline credit cards must not be used to purchase gas for a personal vehicle. Instead, travelers using personal vehicles must claim mileage reimbursement at the rate of 32¢ per mile.

BUSINESS OFFICE TRAVEL PROCEDURES

Rev: 12/16/04

Travel Form I - Travel Request

All travel forms come to the Business Office after the signature process is complete. If the trip has not yet taken place, the responsible person in the Business Office checks to see if the required signatures have been obtained, that advance and official vehicle forms are in place and scans the travel form for correctness and propriety. If there is an advance request, check that the form shows the correct account number, then make a copy for the travel binder and give the original to Accounts Payable. If there is an official vehicle request, send it to Motor Pool. Send the travel form back to the originating department.

When the travel form is submitted to reconcile a completed trip:

Section I, line d must be filled in by hand and show the actual travel dates and time

of departure and return. If the traveler took extra personal time or vacation time while on the trip, the dates and time in line d should reflect only what would have happened if the extra time had not been taken (as if the trip was only for business purposes).

In Section II, verify that the number of days of lodging matches the dates and times on line d. Inspect the lodging receipt for accuracy and for any extra charges such as personal telephone calls or room service. Telephone calls are allowable only if they are business related. Make note of the method of payment—whether it was cash, purchase card or personal charge card.

In the case of athletic travel, all receipts must be examined to verify that they are dated within the time span of the trip, that they add up to the amount shown in the travel form and the method of payment (cash, purchase card or personal charge card).

If an official vehicle was used, the mileage shown on the reconciling copy of the travel form should reflect the actual mileage per beginning and ending odometer readings. If a private vehicle was used, only official map mileage is allowed (refer to mileage chart or attached MapQuest). Actual mileage can be claimed only by Auto Technology instructors doing co-op visits, and by nursing instructors observing students. All actual mileage must be backed by a log showing beginning and ending odometer readings and total miles for each trip.

Other Travel Costs must be appropriate and be supported by receipts.

Total travel Expense should include everything associated with the trip, regardless of how payment was made. If charges were put on someone else's purchase card, a copy of the receipt must be attached to show what it cost for this particular traveler.

Expenses Paid by NMJC or Outside Organization would be things paid by NMJC requisition or by a reimbursement check from another organization. Copies must be attached. Paying for the bus driver should be noted on this line also.

Expenses Paid on Purchase Card must include everything paid by purchase card, whether it was allowable or not. If it was not allowable, the built-in addition and subtraction on the form will show that the traveler owes back the disallowed charges.

If a cash advance was issued and part of the advance was returned as cash, a receipt from the Cashiers window must accompany the form. The receipt should show the traveler's name, the destination the trip was to and the date of the trip. The cash should be credited to the travel account number located at the top of the travel form. This amount should be shown on the "Total Due NMJC" line.

If a cash advance was issued and the traveler spent more than the advance, there will be an amount on the "Total Due Traveler" line. See that the entire form adds up correctly.

Check for signatures. The original Form I will have signatures on the lower left hand side. After the trip, the original Form I should be returned to the NMJC Business Office with signatures on the lower right hand side. The President must sign all out of state travel greater than 250 miles, both before and after the trip.

If money is due to the traveler, staple all supporting documents to the original white copy of Travel Form I and give it to the Accounts Payable clerk for payment. If nothing is due to the traveler, the form and attachments are given to A/P to be filed.

The Pink copy is used either as backup to a journal entry to clear the travel advance or to given to payroll for per diem reimbursement or discarded.

The Yellow copy of Form I is filed alphabetically in a binder with all other yellow copies for the fiscal year.

Travel Form II - Travel Advance Request

Prior to the trip, a copy of the Travel Advance Form must be made before the yellow original is forwarded to the Accounts Payable. The copy is kept in a binder and is used to monitor outstanding advances. Advances are cleared when the trip is reconciled. The reconciliation process originates with the department.

Travel Advance Reconciliation

Outstanding travel advances must be reconciled periodically. Print a copy of account activity for A/R Travel Advances and check each advance debit off against each clearing credit, then list the outstanding advances. The list should balance with the balance on the printout. This account should be zero at the end of the fiscal year.

RESOLUTION

**NEW MEXICO JUNIOR COLLEGE BOARD ELECTION TO BE HELD IN
ONE OF THE SEVEN VOTING DISTRICTS
LEA COUNTY, NEW MEXICO
TUESDAY, MARCH 1, 2005
7:00 A.M. TO 7:00 P.M.**

PUBLIC NOTICE IS HEREBY GIVEN that a New Mexico Junior College Board election shall be held in one of the seven voting districts, Lea County, New Mexico, on Tuesday, the 1st day of March, 2005 at which time there shall be submitted for vote to the qualified, registered elector of the District, the following matter:

The term of office for one board position on the New Mexico Junior College Board shall expire on April 1, 2005. It is necessary that an election take place to fill this position. The term of office for District 4 Board member is six years.

The polls for said election will be opened at 7:00 a.m. on the day of said election and will be closed at 7:00 p.m. Precincts shall be consolidated for this election. The polling place for the consolidated precincts (such polling place being located within the consolidated precinct) is as follows:

ELECTION PRECINCTS

<u>DISTRICT NO.</u>	<u>CONSOLIDATED</u>	<u>POLLING PLACES</u>
IV	Lea County Precincts 24,25,30,31,32,34,61	Sanger Elementary School 2020 North Adobe Hobbs, New Mexico

A map of the district is available for inspection at the President's Office, New Mexico Junior College or in the office of the County Clerk.

Each voter shall cast his or her ballot in the precinct and district for which he or she resides and is currently registered and for the candidate of that district.

Residents of the New Mexico Junior College District living in the above district who are qualified electors of the State of New Mexico, shall be eligible to become a candidate to serve as a member of the New Mexico Junior College Board and shall file a declaration of candidacy on the form prescribed by law for the district in which they reside with the County Clerk of Lea County, Lea County Courthouse, Lovington, New Mexico on the 48th day before the election, January 12, 2005, commencing at 9:00 a.m. and ending at 5:00 p.m. on the same day.

No ballot on the Board Member election shall be received by any polling place board unless the person offering to vote is a registered, qualified elector of the District.

Residents of the New Mexico Junior College District who are qualified electors of the State of New Mexico and residents of the district for which they desire to become write-in candidate as a member of the New Mexico Junior College Board shall file a declaration of intent to be a write-in candidate on the form prescribed by law with the County Clerk of Lea County, Lea County Courthouse, Lovington, New Mexico, before 5:00 p.m. on the 35th day before the election, January 25, 2005.

The registration books of Lea County shall be closed by the County Clerk at 5:00 p.m. on Tuesday, February 1, 2005. Any person otherwise eligible to vote as a qualified elector and not currently registered, may register prior to such time at the city clerk's office or in the office of the County Clerk.

Voting machines shall be used for this Board Member election.

Absentee voting shall be at the Office of the County Clerk, Lea County Courthouse, Lovington, New Mexico during the regular hours and days of business beginning at 8:00 a.m. on Friday, February 4, 2005, and ending at 5:00 p.m. on Friday, February 25, 2005. Absentee ballots can be obtained from the Office of the County Clerk, Lea County, New Mexico.

Any information concerning absentee ballots, polling places, or any other matters relating to the election can be obtained from the Office of the County Clerk, Lea County, New Mexico.

IN TESTIMONY WHEREOF, the New Mexico Junior College Board of the New Mexico Junior College District, Lea County, New Mexico has caused this notice to be published as required by law and dated this 16th day of December, 2004.

CHAIRMAN

ATTEST:

SECRETARY

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

5317 Lovington Highway
Hobbs, NM 88240
Phone: (505)392-5210
Fax: (505)392-2526

To: NMJC Board members
From: Dan Hardin
RE: Redistricting proposals
Date: October 27, 2004

Research and Polling of Albuquerque was contracted to prepare three options for redistricting because of the inclusion of Jal Municipal Schools into the New Mexico Junior College taxing district. The attached material is for information only for the November Board meeting. We are proposing to schedule a public information meeting to allow for questions from the public concerning the proposed redistricting. We would like to schedule this meeting two hours before the regular December Board meeting. Brad Morrison from Research and Polling would be available to attend both the open forum meeting and the regular Board meeting to answer questions.

Research & Polling, Inc.



**New Mexico Junior College
Redistricting – Options 1, 2 and 3
November 4, 2004**

5140 San Francisco Rd NE • Albuquerque, New Mexico 87109-4640
(505) 821-6454 • Fax (505) 821-5474 • www.rpinc.com • rpsmail@rpinc.com

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Redistricting

General Issues

Redistricting refers to the process of revising the boundaries of territories from which government officials are elected; when done for the first time, as in a transition from at-large elections, the process is "districting." The idea of having districts derives from our principle of "representative democracy" whereby the people elect others to represent them in government decision-making. However, the procedures which have guided translating this general principle into action have changed markedly over the years.

Beginning in 1790 the United States conducted its first decennial census count as required by Article I, Section 2, of the Constitution in order that

". . . Representatives shall be apportioned among the several states according to their respective numbers . . ."

The use of census data as a basis for operating a representative democracy has been expanded over the years to include districting at many levels of government from Congressional to school, water or hospital board districting systems. The general rule is to try to have equal numbers of persons in each elected representative's district. Federal Courts have been active in determining how equal in population districts must be in order to meet the ideal of "one person, one vote."

In 1965 Congress passed the Voting Rights Act, and later amended the Act so as to attempt to protect certain minority groups from electoral "schemes" which might act to discriminate against these groups. In the area of districting, plans or systems which dilute minority voting strength can be subject to challenge and should be avoided.

Guidelines

1. Each district shall contain as nearly as possible substantially the same population based upon the most recent Federal Census. To be equal in population in the context of state or local districting would require that the total population of any one district not be more than five percent off from a mathematically perfectly equal population across all districts.
2. Plans must avoid dilution of minority voting strength. With respect to racial or ethnic communities, courts often refer to a "totality of circumstances" in judging whether or not a plan harms minority group voting strength.
3. Communities of interest shall be preserved whenever reasonable within a single district. Maintaining and preserving communities of interest has no precise mathematical solution.
4. Each district shall be compact. The total length of all district boundary lines shall be as short as possible.
5. Each district shall be contiguous. All parts must be together with no separated "islands" of territory.

Interpreting the Guidelines

The concerns expressed in numbers "1" and "2" above, are of high priority in the process of districting. Equal population and non-dilution of minority voting strength are principles whose transgression invites the spectre of litigation. However, while equality of population is a fairly straightforward issue, the definition of a vote dilution is complex in the context of districting. It must be remembered that, while minority voting strength is an important consideration, it cannot subordinate the other traditional redistricting guidelines, such as compactness and contiguity.

In general, no other guidelines may justify a violation of these first two paramount principles.

If districts are non-diluting and equal in population, they may also be expected to respect a host of other guidelines, the most common of which are listed above as items "3", "4" and "5". In addition, it should be noted that no law prevents concern for incumbency of office holders so long as no essential principle is violated.

Redistricting Data

The United States decennial census is the basis for all population figures for redistricting governmental areas. The census bureau has released a special tabulation especially for redistricting. This tabulation is known as the "Public Law (PL) 94-171 dataset" which for New Mexico was released in mid-March of 2001. All tabulations are for the census date of April 1, 2000

The PL 94-171 dataset contains information which redistricting experts and the courts have identified as important indicators of compliance with the one-person, one-vote principle and application of the Voting Rights Act to the redistricting endeavor.

Who Is Included In Population Tabulations?

As census data are the basis for figuring populations in redistricting, census enumeration procedures and residence rules determine who is or is not included in the basic population counts for redistricting.

The census attempts to count all persons in the country at their "usual place of residence." Foreign travelers who had not established a U.S. residence were excluded from the census count. American travelers were counted at their usual "home" residence. U.S. military personnel, their dependents and civilian employees overseas are excluded from census tabulations.

Within the United States, persons in the Armed Forces were counted as residents of the area in which their installation was located. Military family members were counted where they were living on April 1.

College students are counted as residents of the area in which they live while attending college as has been the case since the 1950 census.

Persons in institutions are counted in those places. This includes jails, prisons, nursing homes, hospitals or other centers for handicapped or mentally ill persons, as examples.

PL 94-171 Subject Tabulations Of Importance

In addition to total population counts, the redistricting dataset from PL 94-171 includes some data on subject characteristics. Limited age, race and Hispanic status tabulations are included in the redistricting data. Other data are available from other census datasets.

Age tabulations are restricted to counts of persons ages 18 and over and thus correspond to counts of the voting age population (VAP). The census bureau has noted a tendency for respondents to have declared their age as of when they filled out their census questionnaires and not as of exactly April 1 of the census year.

As in 1980 and 1990, data are reported in 2000 on Spanish or Hispanic origin based upon a question asked of all census households. Persons of Hispanic origin include all persons responding "Mexican," "Puerto Rican," "Cuban," or "Other Spanish/Hispanic" origin. Persons of Hispanic origin may be of any racial grouping.

In addition to persons of Hispanic origin, Research & Polling, Inc. uses the census tabulations of non-Hispanic White population as equivalent to the New Mexico concept of the "Anglo" population. In order to avoid possible overlap, we also report other relevant racial data based upon those who did not indicate that they were of Hispanic origin. Thus, we report, depending on the specific area involved, e.g., non-Hispanic Black, non-Hispanic American Indian, and other non-white, non-Hispanic figures. Our tabulations avoid double-counting minority group figures.

Other Data Adjustments

Generally, Research & Polling, Inc. makes use of the best officially accepted data available for redistricting which includes, especially in the early years of a decade, a strong desire to use census data as reported. However, some adjustments to the data are made in certain circumstances. For city redistricting work, we may analyze data in order to count population for the city as it exists at the time of redistricting including annexation which may have taken place since the official census map city limits were established. In this instance, we try to determine the 2000 population of the current city limits in order to assure comparability of data.

Some districted governmental entities, notably school districts and hospital districts, have outer boundaries which cross census areas. We perform estimation in these situations in order to calculate population figures for the total governmental area. The estimates are usually very minor in proportion to the total population of the governmental area.

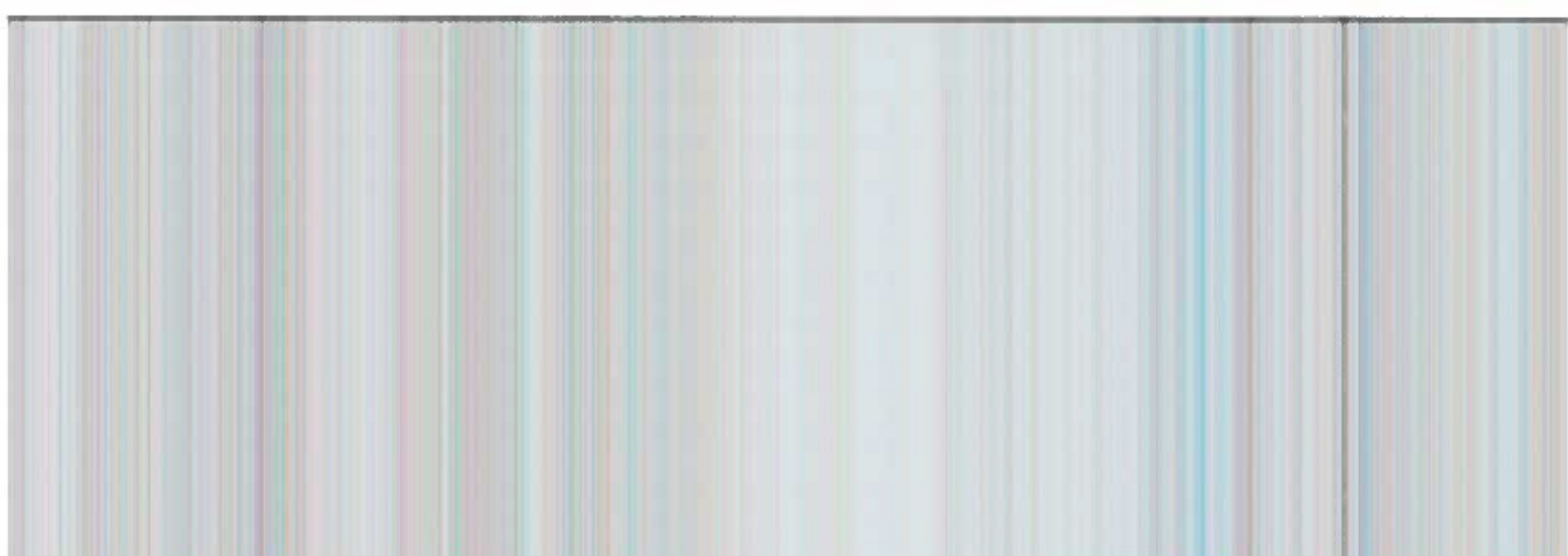
Building Block and Boundaries

When districting involves officials elected in the regular cycle of primary and general elections, the actual conduct of the election makes use of voting precincts as the basic electoral building blocks of New Mexico politics. This is so because the voting machine choices given to a voter are organized by precinct boundaries. This mandate, however, could cause a violation of some other requisite fundamental principles of districting. For example, a city could have too few voting precincts to organize city council districts with equal populations.

For elected officials who "run" in other election schedules, the precinct carries less significance. Voters may be reorganized for local elections whose district boundaries frequently do not coincide with precincts. This is the case, for example, with city limits, the boundaries of school districts, and other entities in New Mexico. While elections need not be organized by precincts, the county clerk must sort voters in "split" precincts used to district local elections and

so additional expense is incurred when precinct lines are ignored.

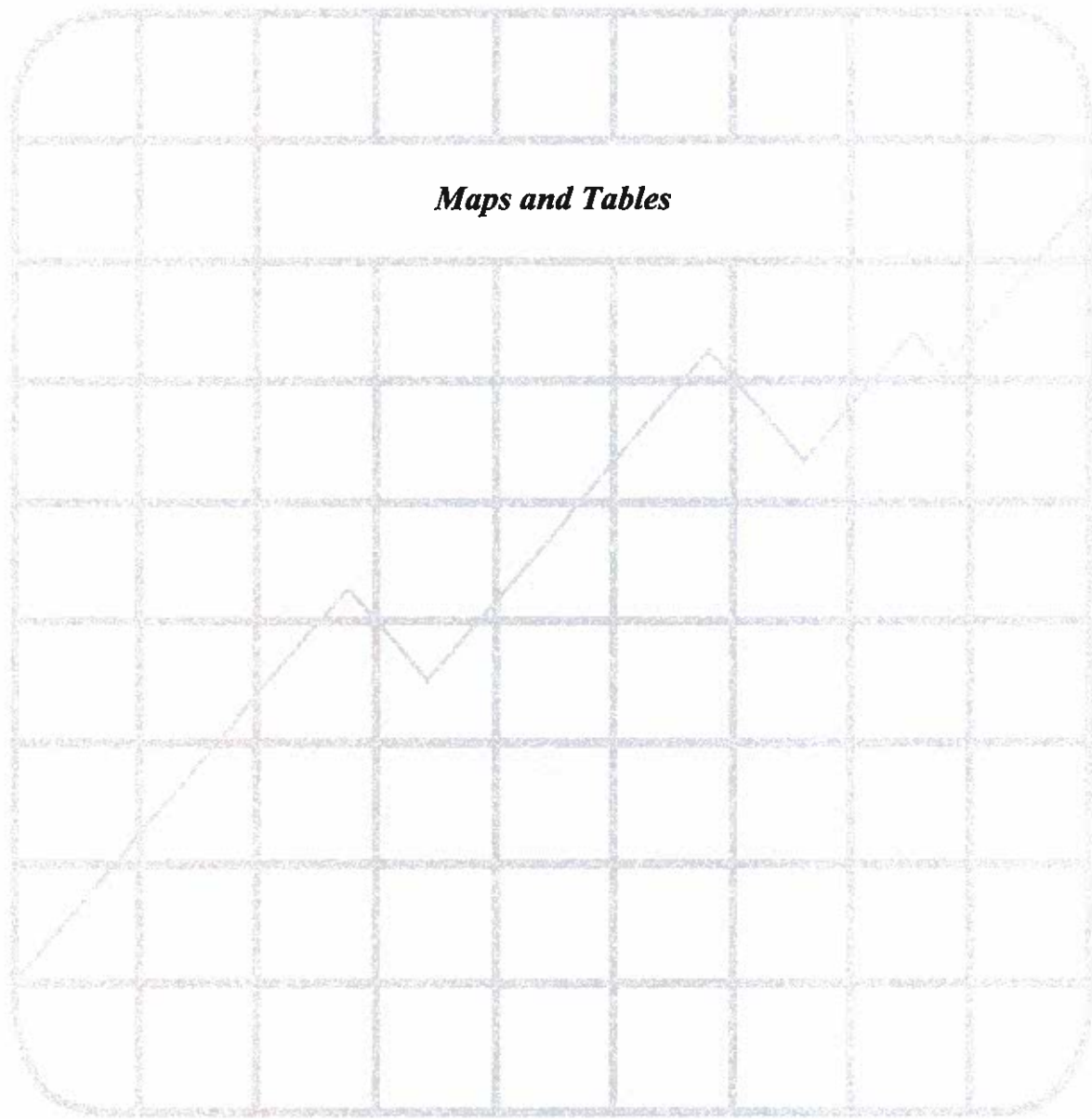
When precincts must be broken into smaller areas, the most common, and smallest unit used, is the U.S. census block. A block is literally a geographical block bounded by physical features such as various streets or political boundaries such as a city limits. We do not attempt to subdivide census blocks except as may be necessary at the outer boundaries of an area to be districted (such as the outer boundary of a school district).



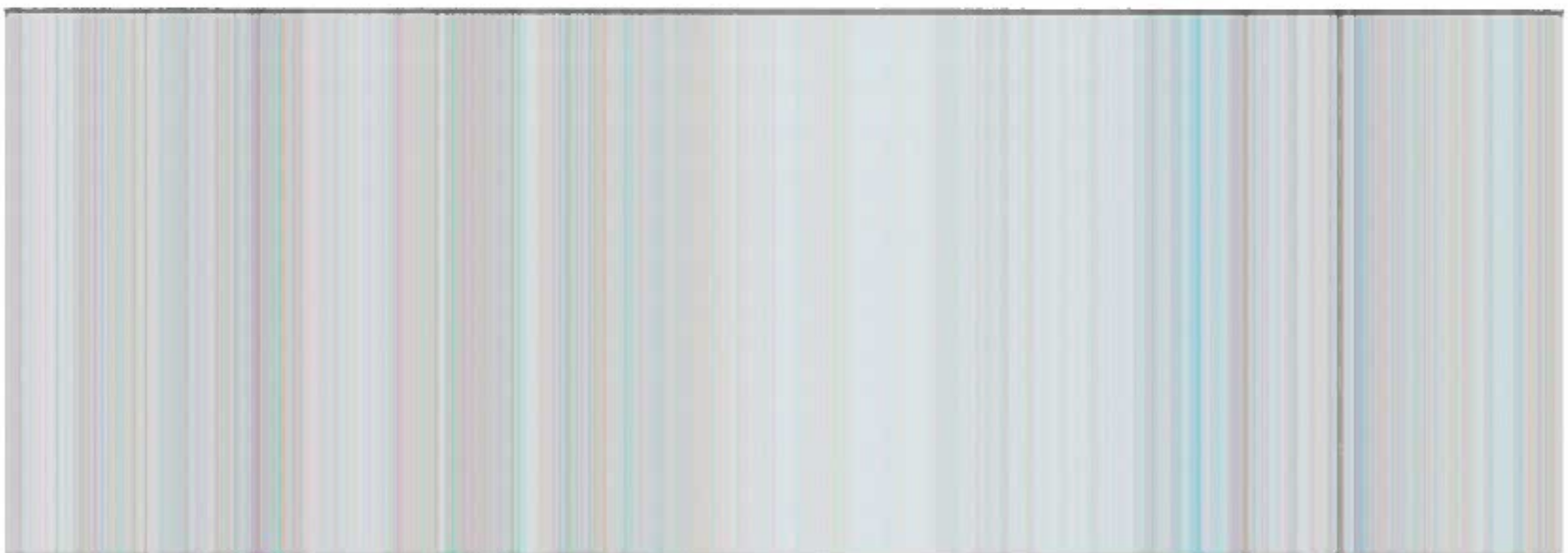
New Mexico Junior College Board Member Districts
 2000 Census of Population
 Age, Race and Ethnicity

	Persons of All Ages Number	Persons of All Ages Percent	Persons Ages 18 and Over Number	Persons Ages 18 and Over Percent
Total Population	55,515	100.00%	38,828	100.00%
Hispanic Origin	22,012	39.65%	13,210	34.02%
White, not of Hispanic Origin	29,979	54.00%	23,214	59.79%
Black, not of Hispanic Origin	2,340	4.22%	1,622	4.18%
Native American, not of Hispanic Origin	356	0.64%	294	0.76%
Other races, not of Hispanic Origin	828	1.49%	488	1.26%

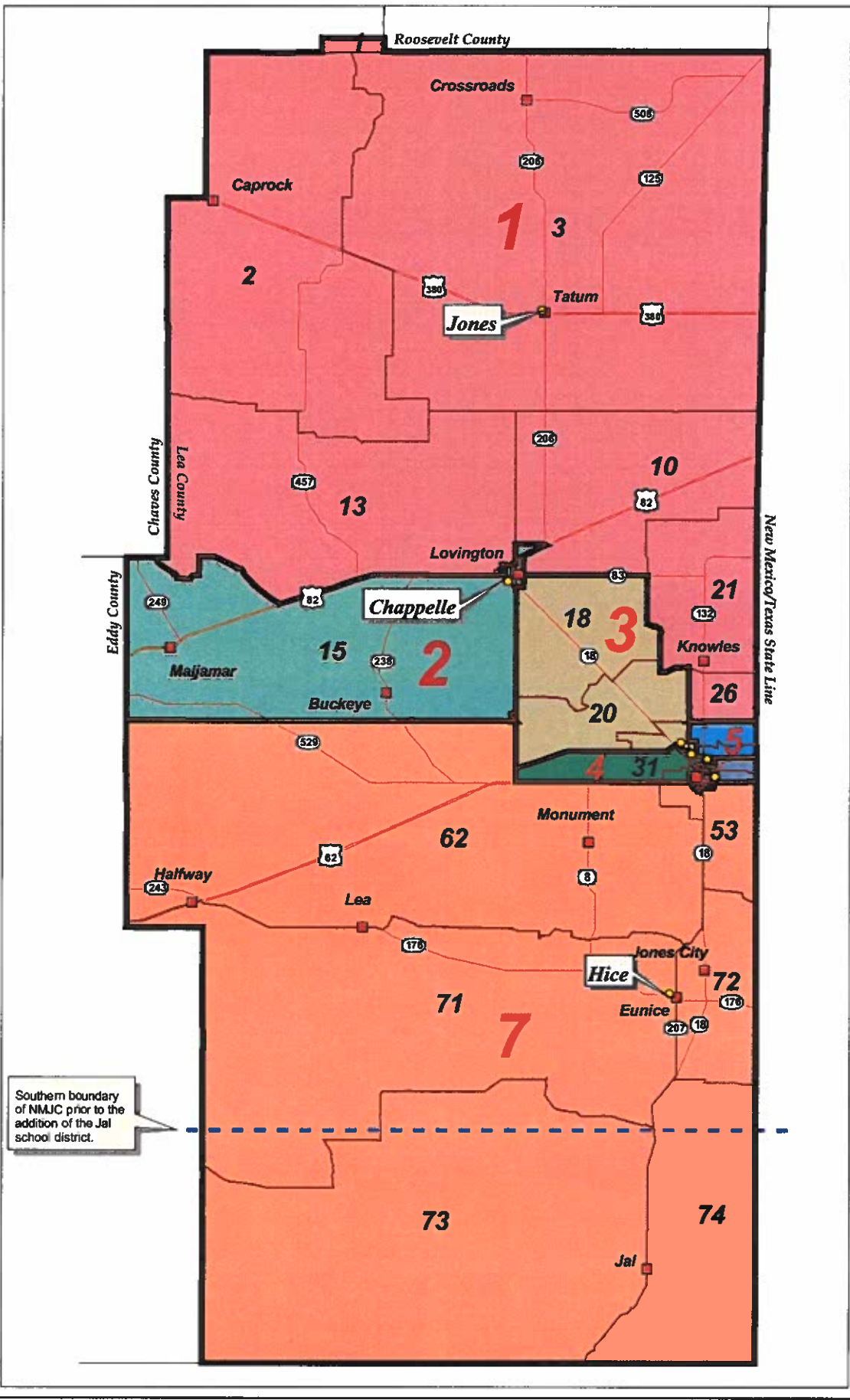
Research & Polling, Inc.



Research & Polling, Inc.



New Mexico Junior College - Current Board Member Districts



Legend

- Cities/Towns
- ↘ Interstates
- ↘ U.S. Highways
- ↘ State Highways
- 7 Precincts
- Counties
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7

Prepared by:

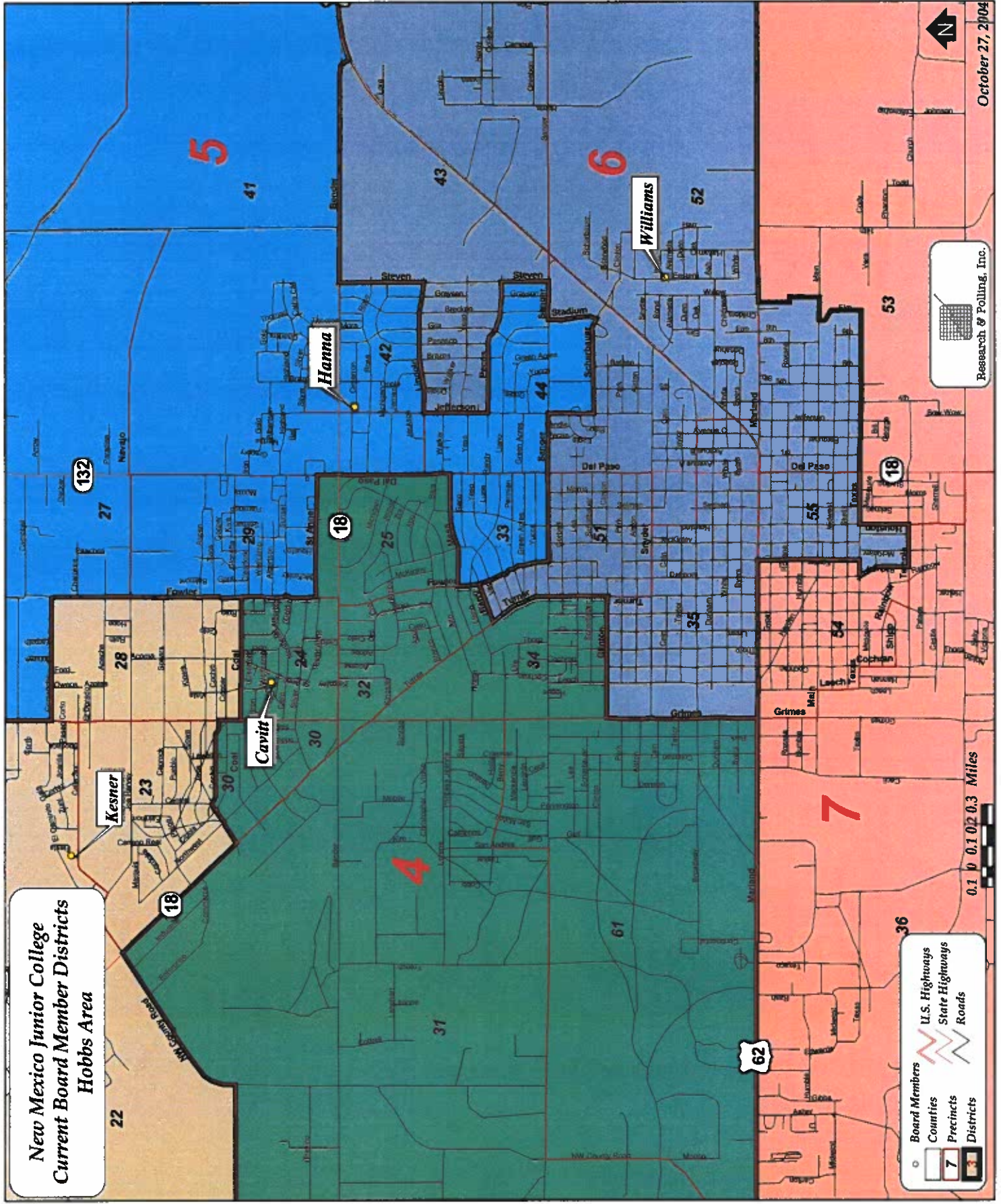
Research & Polling, Inc.

October 27, 2004

Southern boundary of NMJC prior to the addition of the Jal school district.

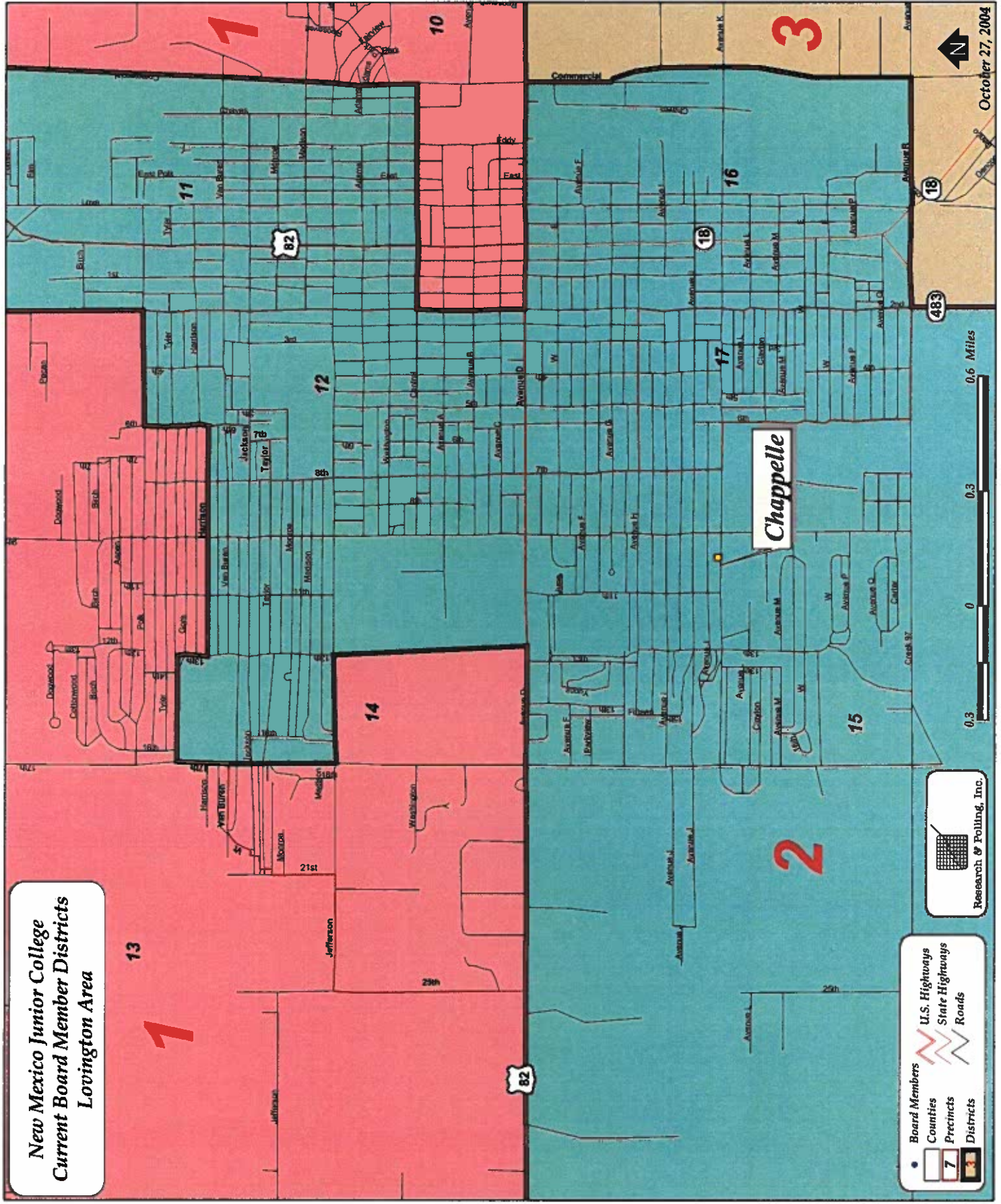


**New Mexico Junior College
Current Board Member Districts
Hobbs Area**



Research & Polling, Inc.

**New Mexico Junior College
Current Board Member Districts
Lovington Area**



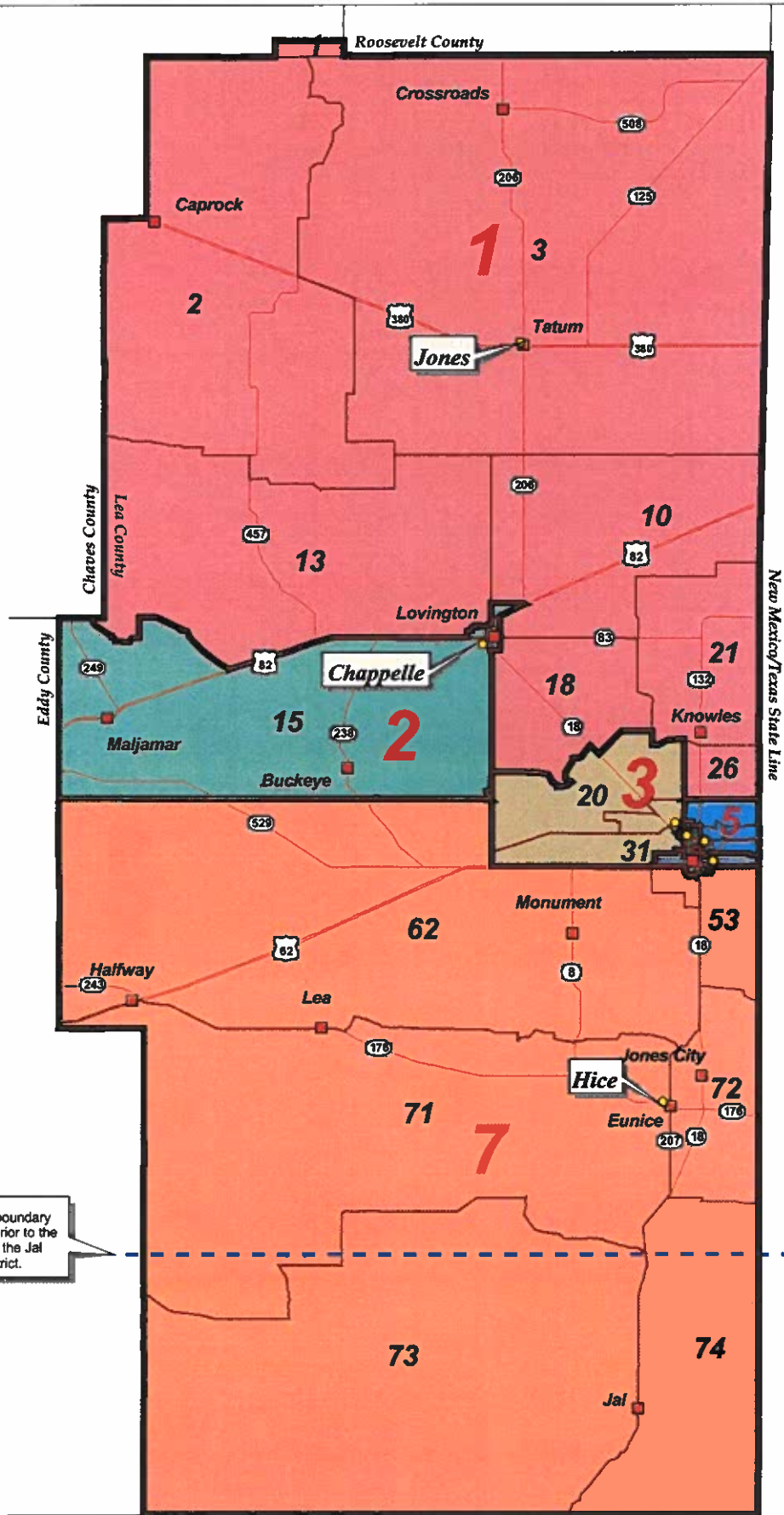
October 27, 2004

Research & Polling, Inc.

**New Mexico Junior College - Board Member Districts
Current Districts - 2004**

District	Pop	Deviation	Hispanic	Non - Hispanic Origin					2 Or More Races
				White	Native American	Black	Asian		
1	7,671	-260 -3.3%	2,491 32.5%	4,901 63.9%	42 0.5%	136 1.8%	11 0.1%	77 1.0%	
Adult:	5,385		1,466 27.2%	3,725 69.2%	35 0.6%	96 1.8%	9 0.2%	47 0.9%	
2	7,608	-323 -4.1%	3,993 52.5%	3,341 43.9%	26 0.3%	160 2.1%	14 0.2%	73 1.0%	
Adult:	5,171		2,424 46.9%	2,578 49.9%	23 0.4%	92 1.8%	13 0.3%	40 0.8%	
3	7,318	-613 -7.7%	1,697 23.2%	5,144 70.3%	82 1.1%	261 3.6%	65 0.9%	65 0.9%	
Adult:	5,588		1,267 22.7%	3,923 70.2%	76 1.4%	235 4.2%	45 0.8%	38 0.7%	
4	7,812	-119 -1.5%	2,925 37.4%	4,312 55.2%	55 0.7%	382 4.9%	40 0.5%	85 1.1%	
Adult:	5,497		1,699 30.9%	3,429 62.4%	39 0.7%	244 4.4%	29 0.5%	50 0.9%	
5	7,650	-281 -3.5%	1,934 25.3%	5,216 68.2%	39 0.5%	311 4.1%	27 0.4%	115 1.5%	
Adult:	5,400		1,079 20.0%	4,010 74.3%	35 0.6%	187 3.5%	26 0.5%	57 1.1%	
6	7,976	45 0.6%	4,610 57.8%	2,329 29.2%	56 0.7%	876 11.0%	28 0.4%	74 0.9%	
Adult:	5,240		2,680 51.1%	1,848 35.3%	46 0.9%	619 11.8%	18 0.3%	29 0.6%	
7	9,480	1,549 19.5%	4,362 46.0%	4,736 50.0%	56 0.6%	214 2.3%	13 0.1%	96 1.0%	
Adult:	6,547		2,595 39.6%	3,701 56.5%	40 0.6%	149 2.3%	9 0.1%	51 0.8%	
Totals	55,515	Ideal: 7,931	22,012 39.7%	29,979 54.0%	356 0.6%	2,340 4.2%	198 0.4%	585 1.1%	
Adult:	38,828		13,210 34.0%	23,214 59.8%	294 0.8%	1,622 4.2%	149 0.4%	312 0.8%	

New Mexico Junior College - Option 1



Southern boundary of NMJC prior to the addition of the Jal school district.

Legend

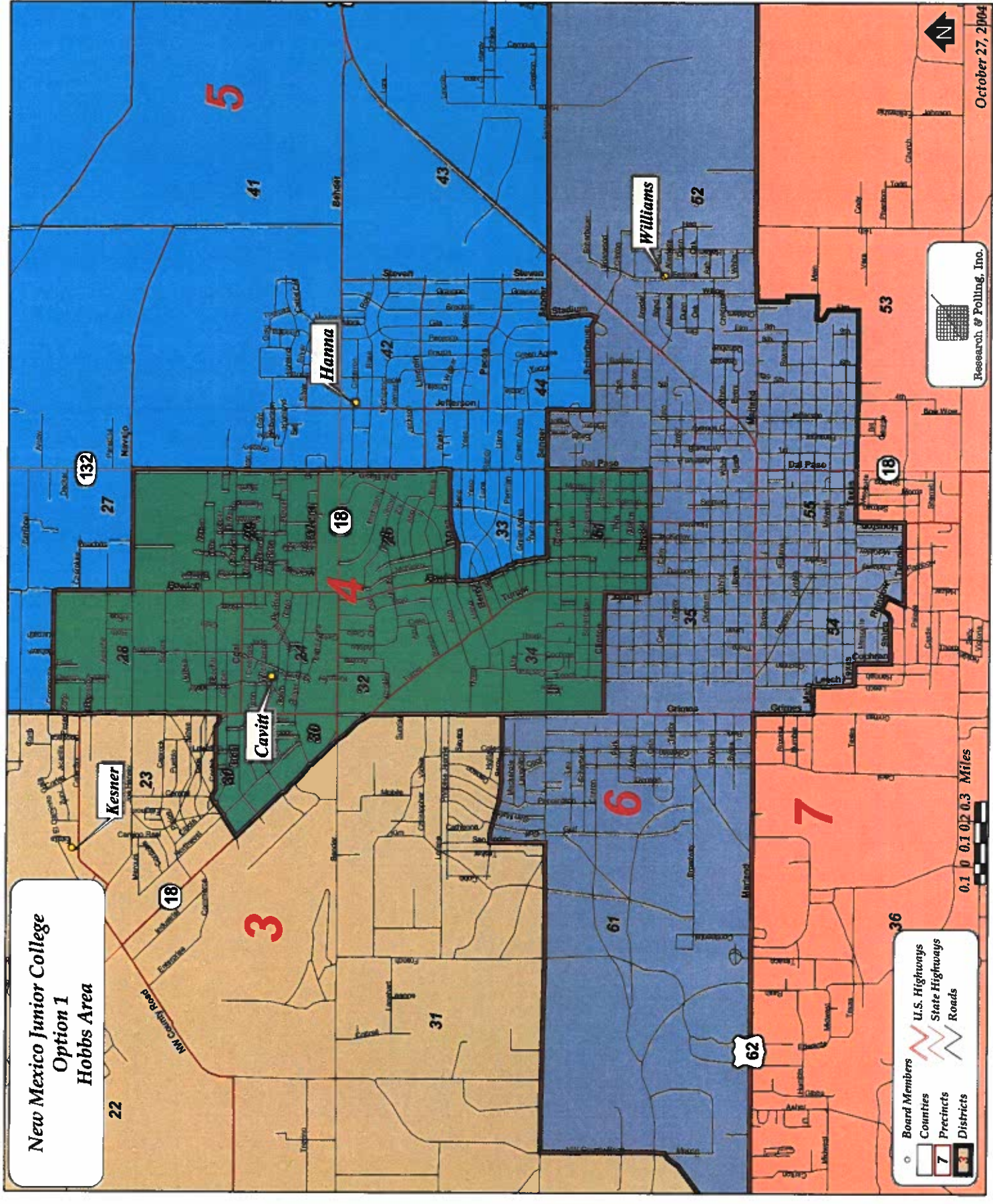
- Cities/Towns
- Interstates
- U.S. Highways
- State Highways
- 7 Precincts
- Counties
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7

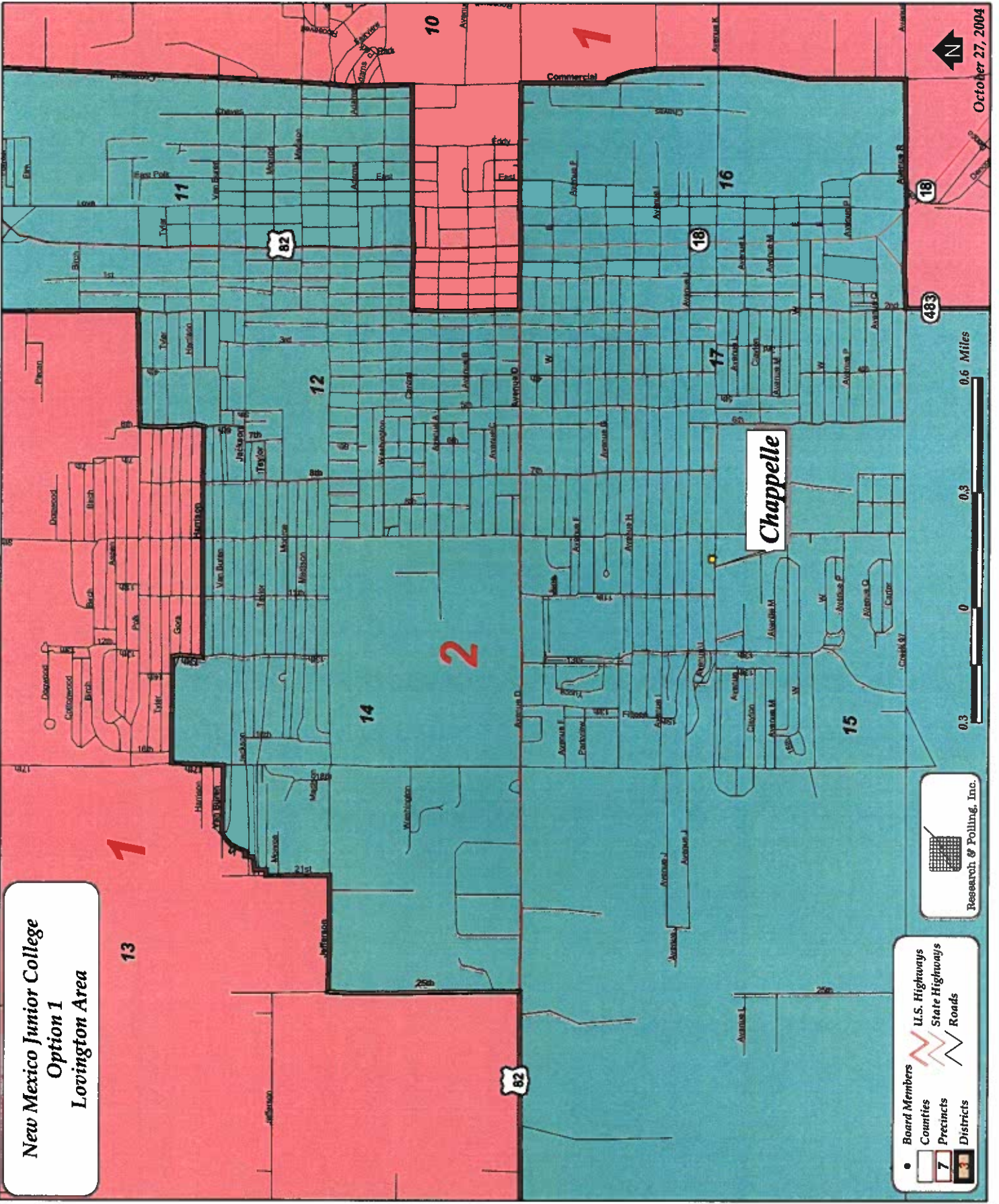
Prepared by:

Research & Polling, Inc.

October 27, 2004



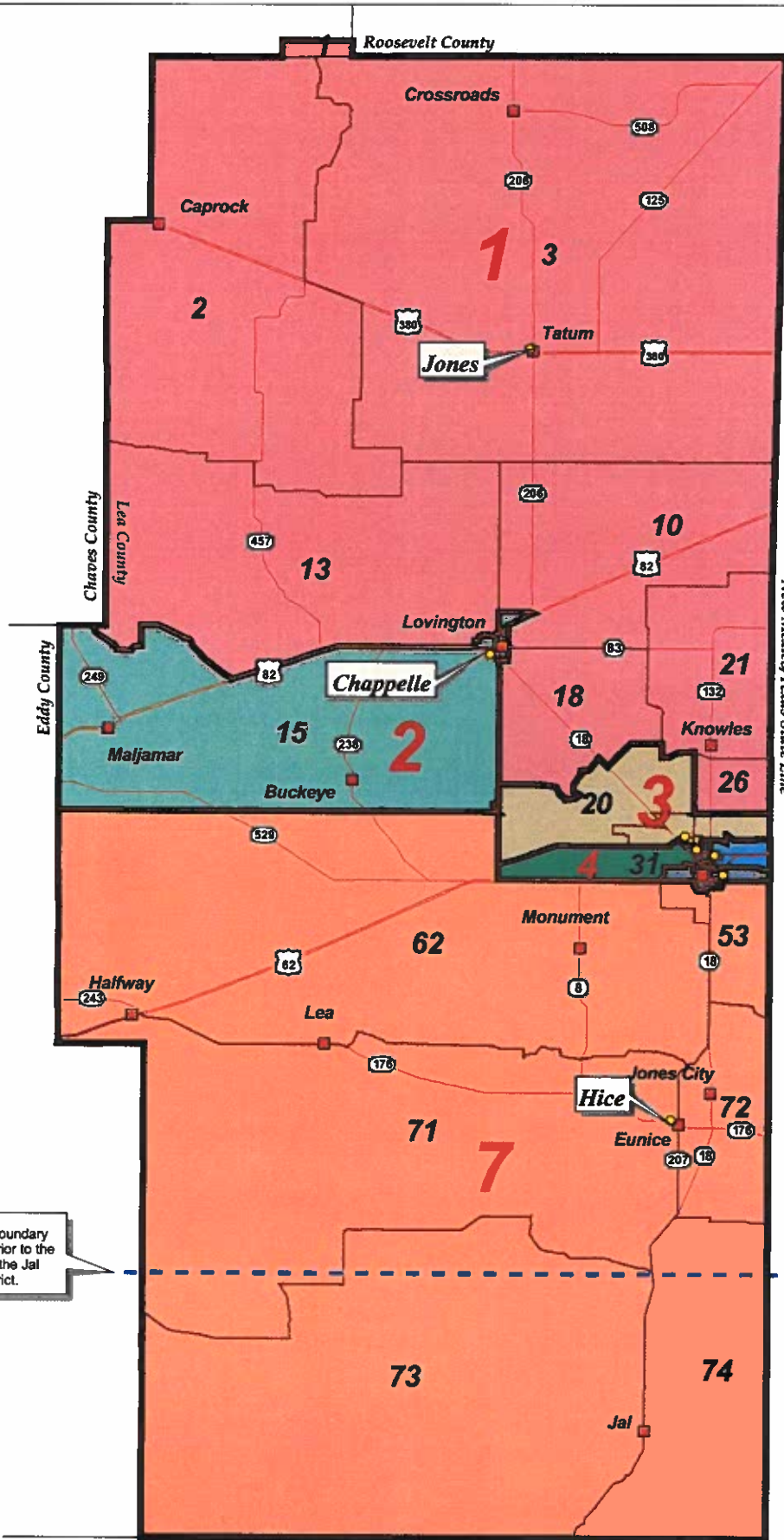




**New Mexico Junior College - Board Member Districts
Option 1**

District	Pop	Deviation	Non - Hispanic Origin				2 Or More Races	
			Hispanic	White	Native American	Black		Asian
1	7,966	35 0.4%	2,625 33.0%	5,052 63.4%	39 0.5%	143 1.8%	14 0.2%	80 1.0%
Adult:	5,577		1,547 27.7%	3,825 68.6%	33 0.6%	104 1.9%	13 0.2%	48 0.9%
2	7,933	2 0.0%	4,095 51.6%	3,551 44.8%	29 0.4%	164 2.1%	20 0.3%	73 0.9%
Adult:	5,414		2,484 45.9%	2,752 50.8%	25 0.5%	94 1.7%	18 0.3%	40 0.7%
3	7,883	-48 -0.6%	2,393 30.4%	4,865 61.7%	85 1.1%	394 5.0%	65 0.8%	75 1.0%
Adult:	5,857		1,643 28.1%	3,720 63.5%	80 1.4%	320 5.5%	44 0.8%	44 0.8%
4	7,673	-258 -3.3%	2,092 27.3%	5,160 67.2%	60 0.8%	222 2.9%	46 0.6%	86 1.1%
Adult:	5,613		1,246 22.2%	4,082 72.7%	45 0.8%	155 2.8%	33 0.6%	49 0.9%
5	7,662	-269 -3.4%	2,164 28.2%	5,011 65.4%	38 0.5%	316 4.1%	22 0.3%	103 1.3%
Adult:	5,307		1,172 22.1%	3,846 72.5%	33 0.6%	174 3.3%	21 0.4%	55 1.0%
6	8,154	223 2.8%	5,129 62.9%	1,929 23.7%	51 0.6%	939 11.5%	18 0.2%	81 1.0%
Adult:	5,320		3,039 57.1%	1,541 29.0%	40 0.8%	661 12.4%	11 0.2%	26 0.5%
7	8,244	313 3.9%	3,514 42.6%	4,411 53.5%	54 0.7%	162 2.0%	13 0.2%	87 1.1%
Adult:	5,740		2,079 36.2%	3,448 60.1%	38 0.7%	114 2.0%	9 0.2%	50 0.9%
Totals	55,515	Ideal: 7,931	22,012 39.7%	29,979 54.0%	356 0.6%	2,340 4.2%	198 0.4%	585 1.1%
Adult:	38,828		13,210 34.0%	23,214 59.8%	294 0.8%	1,622 4.2%	149 0.4%	312 0.8%

New Mexico Junior College - Option 2



Southern boundary of NMJC prior to the addition of the Jal school district.

Legend

- Cities/Towns
- ↘ Interstates
- ↘ U.S. Highways
- ↘ State Highways
- 7 Precincts
- Counties
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7

Prepared by:



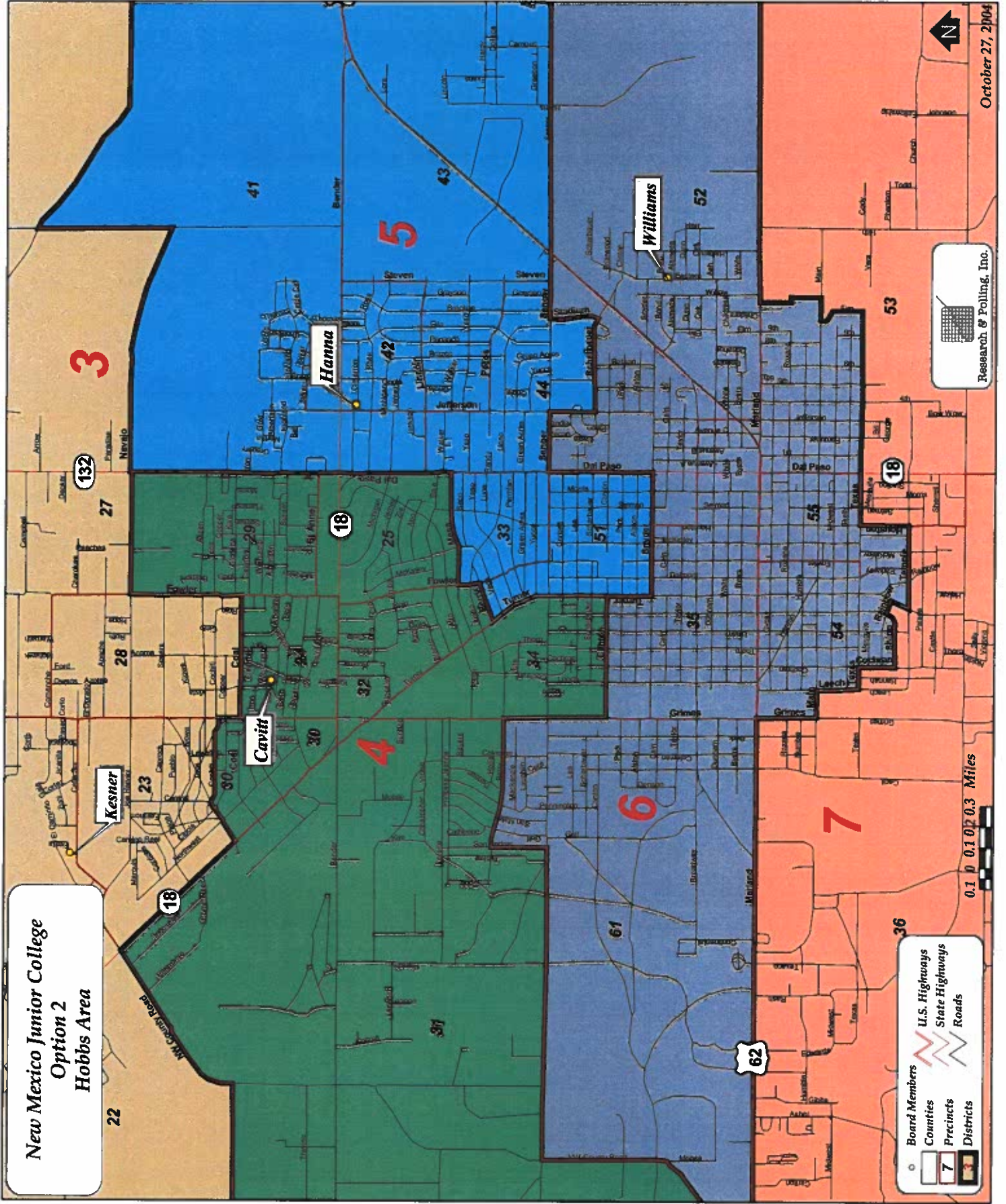
Research & Polling, Inc.



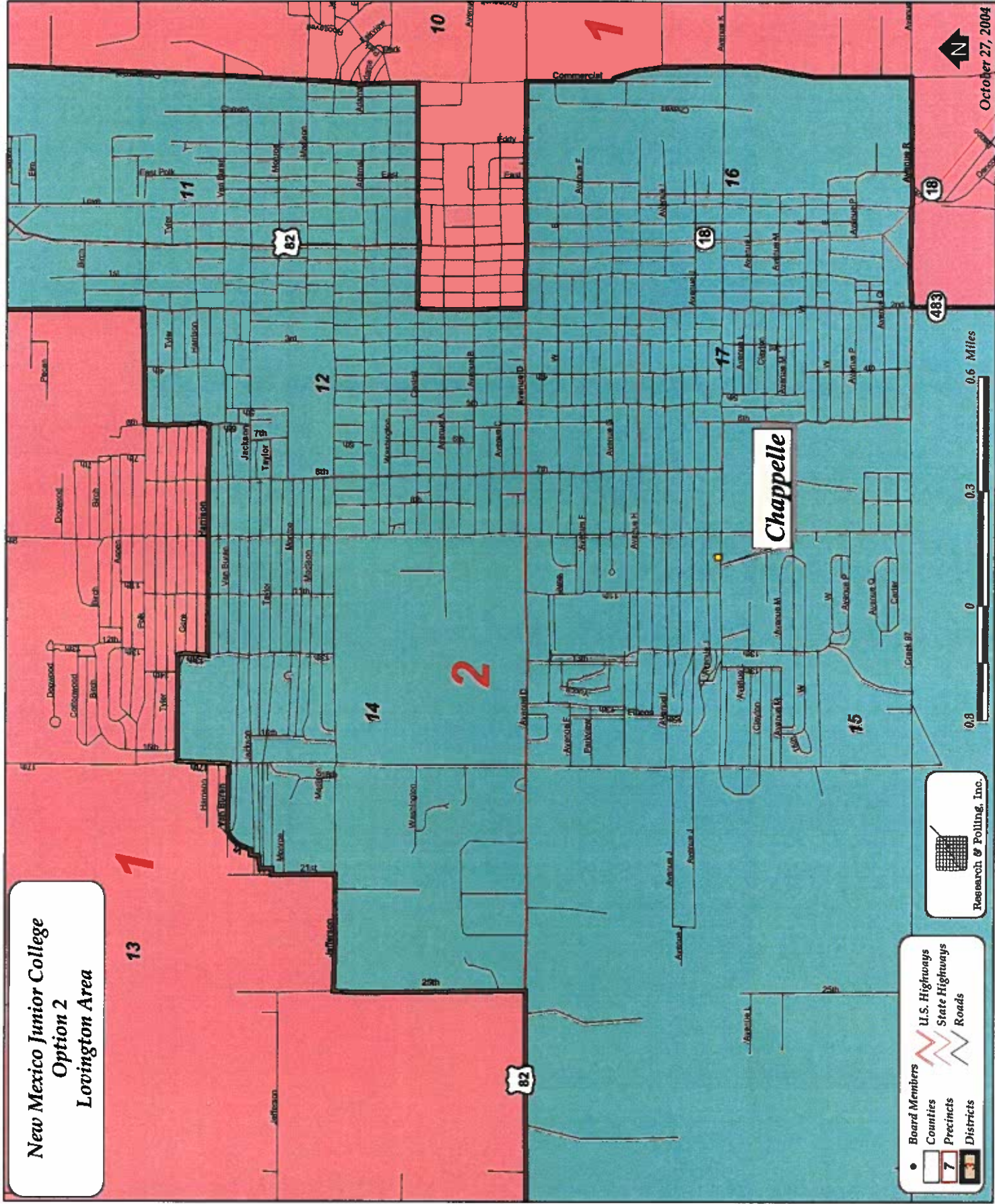
October 27, 2004

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**New Mexico Junior College
Option 2
Hobbs Area**



**New Mexico Junior College
Option 2
Lovington Area**



October 27, 2004

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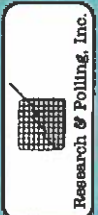
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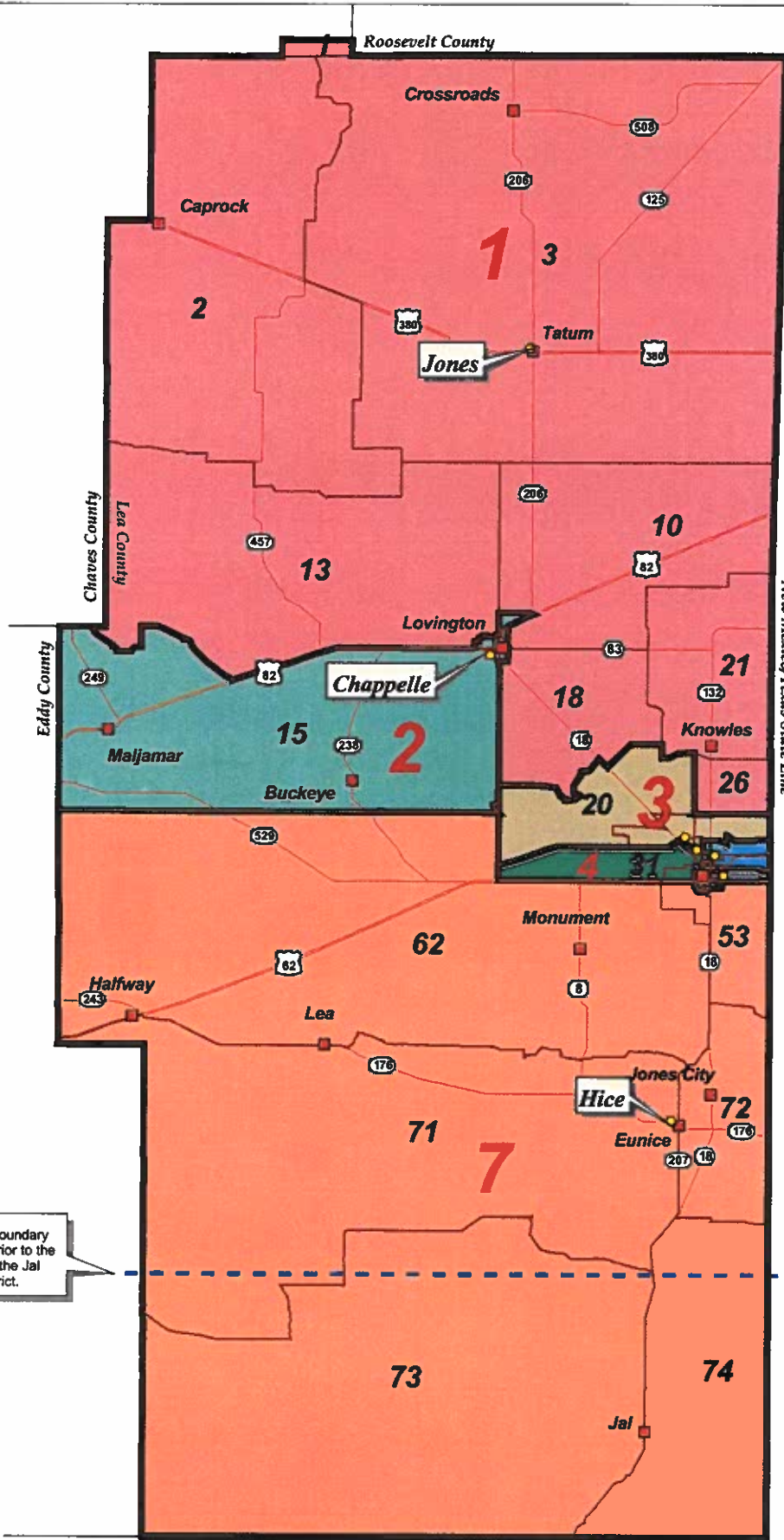
Research & Polling, Inc.

- Board Members
- Counties
- Precincts
- Districts
- U.S. Highways
- State Highways
- Roads

**New Mexico Junior College - Board Member Districts
Option 2**

District	Pop	Deviation	Hispanic	Non - Hispanic Origin				
				White	Native American	Black	Asian	2 Or More Races
1	7,966	35 0.4%	2,625 33.0%	5,052 63.4%	39 0.5%	143 1.8%	14 0.2%	80 1.0%
Adult:	5,577		1,547 27.7%	3,825 68.6%	33 0.6%	104 1.9%	13 0.2%	48 0.9%
2	7,933	2 0.0%	4,095 51.6%	3,551 44.8%	29 0.4%	164 2.1%	20 0.3%	73 0.9%
Adult:	5,414		2,484 45.9%	2,752 50.8%	25 0.5%	94 1.7%	18 0.3%	40 0.7%
3	7,859	-72 -0.9%	1,699 21.6%	5,659 72.0%	90 1.1%	267 3.4%	60 0.8%	76 1.0%
Adult:	5,990		1,263 21.1%	4,317 72.1%	83 1.4%	235 3.9%	40 0.7%	46 0.8%
4	7,544	-387 -4.9%	2,244 29.7%	4,788 63.5%	56 0.7%	312 4.1%	44 0.6%	91 1.2%
Adult:	5,427		1,299 23.9%	3,791 69.9%	44 0.8%	206 3.8%	33 0.6%	49 0.9%
5	7,815	-116 -1.5%	2,706 34.6%	4,589 58.7%	37 0.5%	353 4.5%	29 0.4%	97 1.2%
Adult:	5,360		1,499 28.0%	3,540 66.0%	31 0.6%	208 3.9%	25 0.5%	53 1.0%
6	8,154	223 2.8%	5,129 62.9%	1,929 23.7%	51 0.6%	939 11.5%	18 0.2%	81 1.0%
Adult:	5,320		3,039 57.1%	1,541 29.0%	40 0.8%	661 12.4%	11 0.2%	26 0.5%
7	8,244	313 3.9%	3,514 42.6%	4,411 53.5%	54 0.7%	162 2.0%	13 0.2%	87 1.1%
Adult:	5,740		2,079 36.2%	3,448 60.1%	38 0.7%	114 2.0%	9 0.2%	50 0.9%
Totals	55,515	Ideal: 7,931	22,012 39.7%	29,979 54.0%	356 0.6%	2,340 4.2%	198 0.4%	585 1.1%
Adult:	38,828		13,210 34.0%	23,214 59.8%	294 0.8%	1,622 4.2%	149 0.4%	312 0.8%

New Mexico Junior College - Option 3



Legend

- Cities/Towns
- ↗ Interstates
- ↗ U.S. Highways
- ↗ State Highways
- 7 Precincts
- Counties
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7

Prepared by:



Research & Polling, Inc.

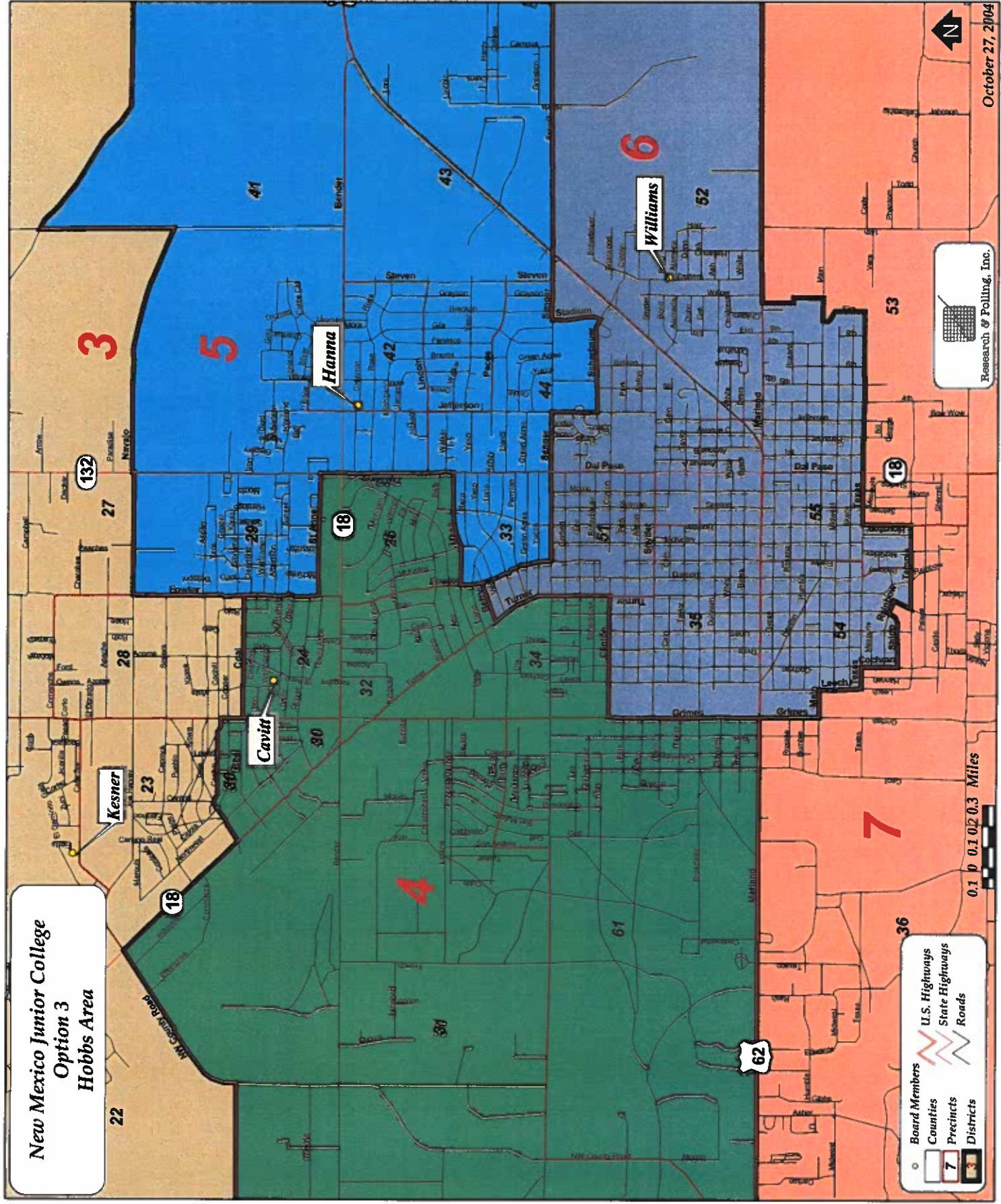


October 27, 2004

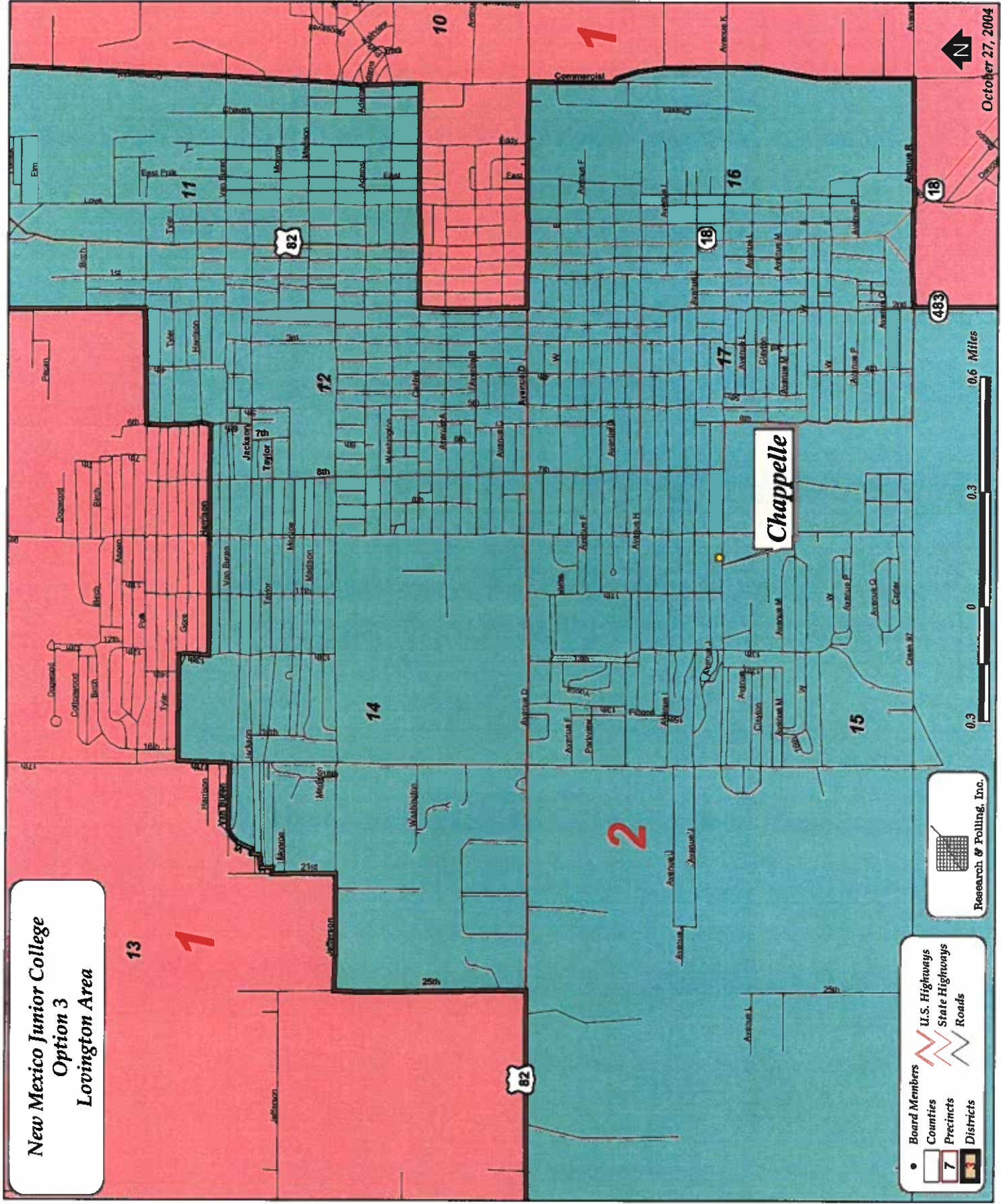
Southern boundary of NMJC prior to the addition of the Jal school district.

5 0 5 10 Miles

**New Mexico Junior College
Option 3
Hobbs Area**



**New Mexico Junior College
Option 3
Lovington Area**



October 27, 2004

0.6 Miles

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Research & Polling, Inc.

**New Mexico Junior College - Board Member Districts
Option 3**

District	Pop	Deviation	Hispanic	Non - Hispanic Origin				
				White	Native American	Black	Asian	2 Or More Races
1	7,966	35 0.4%	2,625 33.0%	5,052 63.4%	39 0.5%	143 1.8%	14 0.2%	80 1.0%
Adult:	5,577		1,547 27.7%	3,825 68.6%	33 0.6%	104 1.9%	13 0.2%	48 0.9%
2	7,933	2 0.0%	4,095 51.6%	3,551 44.8%	29 0.4%	164 2.1%	20 0.3%	73 0.9%
Adult:	5,414		2,484 45.9%	2,752 50.8%	25 0.5%	94 1.7%	18 0.3%	40 0.7%
3	7,859	-72 -0.9%	1,699 21.6%	5,659 72.0%	90 1.1%	267 3.4%	60 0.8%	76 1.0%
Adult:	5,990		1,263 21.1%	4,317 72.1%	83 1.4%	235 3.9%	40 0.7%	46 0.8%
4	7,812	-119 -1.5%	2,925 37.4%	4,312 55.2%	55 0.7%	382 4.9%	40 0.5%	85 1.1%
Adult:	5,497		1,699 30.9%	3,429 62.4%	39 0.7%	244 4.4%	29 0.5%	50 0.9%
5	7,925	-6 -0.1%	2,255 28.5%	5,133 64.8%	42 0.5%	353 4.5%	23 0.3%	115 1.5%
Adult:	5,513		1,241 22.5%	3,951 71.7%	38 0.7%	201 3.6%	22 0.4%	56 1.0%
6	7,776	-155 -2.0%	4,899 63.0%	1,861 23.9%	47 0.6%	869 11.2%	28 0.4%	69 0.9%
Adult:	5,097		2,897 56.8%	1,492 29.3%	38 0.7%	630 12.4%	18 0.4%	22 0.4%
7	8,244	313 3.9%	3,514 42.6%	4,411 53.5%	54 0.7%	162 2.0%	13 0.2%	87 1.1%
Adult:	5,740		2,079 36.2%	3,448 60.1%	38 0.7%	114 2.0%	9 0.2%	50 0.9%
Totals	55,515	Ideal: 7,931	22,012 39.7%	29,979 54.0%	356 0.6%	2,340 4.2%	198 0.4%	585 1.1%
Adult:	38,828		13,210 34.0%	23,214 59.8%	294 0.8%	1,622 4.2%	149 0.4%	312 0.8%

MEMO

TO: Steve McCleery
FROM: Charley Carroll
DATE: December 8, 2004

Bill Rash has identified four vehicles we need to auction and remove from our vehicle motor pool. I am requesting board approval to remove the following vehicles from the current motor pool inventory:

G07527 1G1BL53E9PR121239	1993 Chevy Caprice	Mileage 194,148
G10442 1G1JC5443P7167999	1993 Chevy Cavalier	Mileage 89,544
G18895 1GAGG39K5SF140344	1995 Chevy Van	Mileage 108,062
G32296 2G1WL52MXW919183	1998 Chevy Lumina	Mileage 126,519

approved Sm 12-10-04



NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 12-7-04

Candidate's name Bob Hamilton, Jr.

Position title Webmaster

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom _____

Effective date of employment 1-5-05 Standard contract length 12 mos. 9 mos. other _____

Funding source New Mexico Junior College Operating Fund

Paid advertising beyond *standard None

(*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$30,000-\$35,000 Recommended annual salary \$35,000 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 2-2042-52-710 100%

Recommended and approved by:

Bill Kunko
Supervisor

Dean/Director

Vice President

Aene Mc Cleary
President

Selection Committee Members: Charles Adams - Professor, Computer Information Systems

Jose Flores - Programmer Analyst

Bill Kunko - Director of Computer Information Systems

Oscar Vigil - Coordinator of Network Systems

Comments: Mr. Hamilton meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Webmaster

Personal Data

Name: Bob Hamilton, Jr.

Education

A.A.S., Ivy Tech State College, Evansville, IN, 1997

Professional Experience

Self-Employed, Elizabethtown, KY Computer Technician/Web Hosting	7/03 to Present
PSC Industries, Louisville, KY Computer Technician/Network Administrator	2/02 to 7/03
Buyline America, Inc., Auburn, AL Senior Systems Administrator/CTO	5/00 to 2/02
Internet Café/Angela Harenza, Radcliff, KY/Auburn, AL Manager/Web Design/Network Administrator	10/97 to 5/00
University of Kentucky at Elizabethtown Community College Instructional Specialist	7/97 to 1/99
KVNet (Kentucky Village Network), Elizabeth, KY Part-Time Technical Support/Systems Operator	5/95 to 6/97
Ivy Tech State College, Evansville, IN Part-Time Computer Lab Technician	5/95 to 6/97

Volunteer and Special Interests

Central Avenue Baptist Church Youth Minister, 2003-2004
Kentucky High School Soccer Referee, 2003-2004
Elizabethtown/Kentucky Youth Soccer Association Referee, 2003-2004



New Mexico Junior College

Career Opportunities

Position Announcement • September 2004

Position Title: Webmaster

Position Description: The Webmaster reports to the Director of Computer Information Systems. The duties and responsibilities shall be, but are not limited to, the following: (1) primarily responsible for the development, creation, management and maintenance of the New Mexico Junior College's home pages on the world wide web site; (2) provide proactive leadership, direction and supervision to college staff for creating quality departmental pages; (3) coordinate with instructional faculty in the development and maintenance of on-line system; (4) publish official college publications on the web site; (5) work with members of the local and state community in developing web site links; (6) install, implement and maintain user-friendly applications on the network; (7) troubleshoot and assist in resolving hardware and software problems; (8) maintain and enhance technical skills through professional training and development activities, travel as necessary; (9) develop and maintain File Maker Pro and other databases used in offices and on the network; (10) serve on the NMJC Technology Planning Committee; and (11) assist the Director of Computer Information Systems in the planning, preparation and submission of information technology funding request to the New Mexico Commission on Higher Education.

Qualifications: Bachelor's Degree in Computer Information Systems from a regionally accredited institution is preferred. However, a strong background in web page design, web applications or web site administration will be considered in lieu of the Bachelor's degree. Training and experience in HTML, Windows, DreamWeaver and Microsoft's ASP pages is preferred.

Salary/Benefits: This is a full-time, exempt, professional position with a salary range of \$39,290 to \$49,112 depending on experience and education. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: October 8, 2004 at 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

**Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240**

New Mexico Junior College is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us



New Mexico Junior College

Career Opportunities

Position Announcement • September 2004, revised 9-30-04, reopened 11-17-04

Position Title: Webmaster

Position Description: The Webmaster reports to the Director of Computer Information Systems. The duties and responsibilities shall be, but are not limited to, the following: (1) primarily responsible for the development, creation, management and maintenance of the New Mexico Junior College's home pages on the world wide web site; (2) provide proactive leadership, direction and supervision to college staff for creating quality departmental pages; (3) coordinate with instructional faculty in the development and maintenance of on-line system; (4) publish official college publications on the web site; (5) work with members of the local and state community in developing web site links; (6) install, implement and maintain user-friendly applications on the network; (7) troubleshoot and assist in resolving hardware and software problems; (8) maintain and enhance technical skills through professional training and development activities, travel as necessary; (9) develop and maintain File Maker Pro and other databases used in offices and on the network; (10) serve on the NMJC Technology Planning Committee; and (11) assist the Director of Computer Information Systems in the planning, preparation and submission of information technology funding request to the New Mexico Commission on Higher Education.

Qualifications: Bachelor's Degree in Computer Information Systems from a regionally accredited institution is preferred. However, a strong background in web page design, web applications or web site administration will be considered in lieu of the Bachelor's degree. Training and experience in HTML, Windows, Dream Weaver and Microsoft's ASP pages is preferred.

Salary/Benefits: This is a full-time, exempt, professional position with a salary range of \$30,000 to \$35,000 depending on experience and education. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: December 3, 2004 at 5:00 p.m. M.S.T. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

**Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240**

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APPLICANT LIST

Position: Webmaster

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Wooten, Bradley	Yes	No	
Dongmei He, Mary	No	No	Incomplete application materials.
Mearns, Marcus	No	No	Incomplete application materials.
Mitchell, Byron	Yes	No	
Beschizza, Rob	Yes	Yes	Declined position.
Hamilton, Bob, Jr.	Yes	Yes	Start date: Pending Board approval.
Arguijo, Benjamin	No	No	



NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 12-7-04

Candidate's name George Garcia, Jr.

Position title Programmer Analyst

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom _____

Effective date of employment 1-5-05 Standard contract length 12 mos. 9 mos. other _____

Funding source New Mexico Junior College Operating Fund

Paid advertising beyond *standard None
(*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$32,247-\$40,309 Recommended annual salary \$37,500 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 2-2042-52-710 100%

Recommended and approved by:

Bill Kunko
Supervisor

Steve McCreary
Dean/Director
President

Vice President

Selection Committee Members: Frank Collins - Coordinator of Purchasing

Jose Flores - Programmer Analyst

Dan Hardin - Vice President for Finance

Bill Kunko - Director of Computer Information Systems

Comments: Mr. Garcia meets and/or exceeds the minimum requirements for this position.

ABBREVIATED RESUME

Position

Programmer Analyst

Personal Data

Name: George Garcia, Jr.

Education

A.A., New Mexico Junior College, Hobbs, NM, 1999

B.S., Eastern New Mexico University, Portales, NM, 2004

Professional Experience

Eastern New Mexico University, Portales, NM 11/01 to 12/04
Part-Time Student Employee/Business Office

New Mexico Junior College, Hobbs, NM 5/99 to 8/04
Part-Time Temporary Employee/Business Office

Wal-Mart, Hobbs, NM 6/03 to 8/03
Tire and Lube Technician

Awards

2004 ENMU Outstanding Senior of the Year in Computer Science

2003 ENMU Outstanding Hispanic Student of the Year

2003 ENMU Outstanding Student Employee

Computer Science, Engineering, and Mathematics Scholarship (CSEMS)

Alliance for Minority Participation Scholarship (AMP Club)



New Mexico Junior College Career Opportunities

POSITION ANNOUNCEMENT • NOVEMBER, 2004

POSITION TITLE: Programmer Analyst

POSITION DESCRIPTION: The Programmer Analyst reports administratively to the Director of Computer Information Systems. Duties and responsibilities include, but are not limited to, the following: (1) responsible for developing and modifying computer software systems at NMJC; (2) responsible for thoroughly testing these systems and for the integrity of the data; (3) responsible for documenting all programs. Documentation will be done within the source code and in a separate user's manual; (4) maintain competency in relevant software packages and assist using departments in support and troubleshooting; (5) conduct campus-wide in-service training; (6) serve on college committees; (7) accept other duties assigned by the Director of Computer Information Systems; and (8) nothing contained herein shall limit the President in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

QUALIFICATIONS: A bachelor's degree in computer science or related field, from a regionally accredited institution, is preferred. A combination of education and experience may be considered in lieu of a bachelor's degree. Knowledge of Oracle is preferred. Proficiency with SCT Banner is desired. Communication skills, problem solving ability, analytical ability and detailed documentation skills are essential. The successful candidate must demonstrate a commitment to providing service and supporting the community college philosophy.

SALARY/BENEFITS: This is a twelve-month exempt position. Salary range is \$32,247.00 to \$40,309.00 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

APPLICATION DEADLINE: December 3, 2004 at 5:00 p.m. M.S.T. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

TO APPLY: Submit NMJC application form, letter of application, resume, unofficial transcripts required (official transcripts required prior to employment), and three or more letters of reference to:

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APPLICANT LIST

Position: Programmer Analyst

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Appannagari, Pavan	No	No	Incomplete application materials.
Akhter, M. Rajib	Yes	No	
Garcia, George	Yes	Yes	Start date: Pending Board approval.



NEW MEXICO JUNIOR COLLEGE Personnel Recommendation for Board Consideration

The following candidate is being recommended for employment as follows: Date 12-2-04

Candidate's name Ty Friend

Position title Talent Search School Coordinator

New position Existing position Classification Faculty Professional Other _____

Is candidate related to another NMJC employee? yes no If so, to whom _____

Effective date of employment 12-17-04 Standard contract length 12 mos. 9 mos. other 10 mos.

Funding source Talent Search

Paid advertising beyond *standard None

(*Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$26,218-\$32,772 Recommended annual salary \$31,438 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 3-2042-43-502 100%

Recommended and approved by:

Vera Hilleland
Supervisor

Pat Gorman
Dean/Director

Regina Orza
Vice President

Stew Mc Cleary
President

Selection Committee Members: Dr. Gayle Abbott - Director of Student Support Services

Michael Chavez - Director of Upward Bound Program

Dr. Pat Gorman - Dean of Counseling

Shannon Pipkins - Talent Search School Coordinator

Comments: Mr. Friend meets and/or exceeds the requirements for this position.

ABBREVIATED RESUME

Position

Talent Search School Coordinator

Personal Data

Name: Tyler S. Friend

Education

M.S., College of the Southwest, Hobbs, NM 2004
B.A., Idaho State University, Pocatello, ID, 1995

Professional Experience

New Mexico Junior College, Hobbs, NM	
Upward Bound Academic Coordinator	9/04 to Present
Talent Search School Coordinator	8/01 to 9/04
Hobbs Municipal School District, Hobbs, NM	
ACT Test Preparation Instructor	2003
Heizer Junior High, Secondary Teacher	8/00 to 8/01
Highland Junior High, Secondary Teacher	1998 to 2000
Houston Junior High, Secondary Teacher	1995 to 1997
Noalmark Broadcasting, Hobbs, NM	
Part-time Radio Announcer, Producer and Director	1995 to Present
Truth or Consequences Municipal School District, Truth or Consequences, NM	
Gifted Program Coordinator (K-12)	1997 to 1998
Sierra County Sentinel, Truth or Consequences, NM	
Journalist	1997 to 1998
Idaho State University, Pocatello, ID	
Public Address Announcer	1992 to 1995
College Sports Information Intern	1991 to 1995
Journalist, Bengal Newspaper	1990 to 1993

Organizations/Awards

Association of Supervision and Curriculum Development
New Mexico Activities Association Basketball Officials Division
New Mexico Association of Student Assistance Programs, President
Southwest Association of Student Assistance Programs
New Mexico Broadcasters' Association Sports Announcer of the Year (2001, 2003)



New Mexico Junior College

Career Opportunities

Position Announcement • October 2004 (revised 11-1-04)

Position Title: Talent Search School Coordinator

Position Description: This position is on a 10 month contract and is funded by an external grant. The Talent Search School Coordinator will report to the Director of Talent Search. This individual will primarily visit area junior and senior high schools to identify first generation, low income students who could benefit from tutoring, mentoring programs, and other educational programs designed to encourage students to stay in school, graduate and continue their education at the post secondary level. The duties and responsibilities include, but are not limited to, the following: (1) planning, implementing and coordinating student services to the Talent Search Participants for New Mexico Junior College and to integrate, when feasible and logical, the production of information with the talent search project function; (2) participate in the identification and selection process of program participants; (3) maintain a pleasant, professional and welcoming demeanor and maintain an office atmosphere conducive to meeting the needs of participants; (4) maintain confidentiality of participants' and staff information learned while completing job responsibilities; (5) must establish and maintain cooperative working relationships with high school/middle school administrators, counselors and teachers; (6) meet, individually and in groups, with participants on a regular basis to provide academic advisement, information, and assistance related to successful school completion and post-secondary entry/re-entry; (7) maintain accurate, up-to-date student information; (8) prepare and maintain accurate monthly reports that include narrative analysis of each student's Talent Search participation and progress as well as administrative information such as; travel forms, time and commitment forms, travel logs and time sheets; (9) supervise and coordinate tutors and mentors at assigned target schools; (10) plan and coordinate college visitations, cultural activities, workshops, and events for students, teachers, parents, and the community; (11) must maintain a good driving record with a valid New Mexico driver license; and, (12) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's degree required, preferably in education, social or behavioral science, or related field. A Master's degree is preferred. All degrees must be from a regionally accredited institution. A similar background to our Trio Program participants is preferred. Experience working in a school setting and with at-risk students is preferred. Computer proficiency required. Proven written and oral communications skills. Spanish fluency is preferred.

Salary/Benefits: This is a 10-month, exempt, professional position funded by a grant. Continued employment will depend on grant funding. Salary range is \$26,218 to \$32,772 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: Position open until filled. To ensure consideration, all application materials must be received as soon as possible. Please do not send any application materials via e-mail.

To Apply: Submit an NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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New Mexico Junior College Career Opportunities

Position Announcement • October 2004

Position Title: Talent Search School Coordinator

Position Description: This position is on a 10 month contract and is funded by an external grant. The Talent Search School Coordinator will report to the Director of Talent Search. This individual will primarily visit area junior and senior high schools to identify first generation, low income students who could benefit from tutoring, mentoring programs, and other educational programs designed to encourage students to stay in school, graduate and continue their education at the post secondary level. The duties and responsibilities include, but are not limited to, the following: (1) planning, implementing and coordinating student services to the Talent Search Participants for New Mexico Junior College and to integrate, when feasible and logical, the production of information with the talent search project function; (2) participate in the identification and selection process of program participants; (3) maintain a pleasant, professional and welcoming demeanor and maintain an office atmosphere conducive to meeting the needs of participants; (4) maintain confidentiality of participants' and staff information learned while completing job responsibilities; (5) must establish and maintain cooperative working relationships with high school/middle school administrators, counselors and teachers; (6) meet, individually and in groups, with participants on a regular basis to provide academic advisement, information, and assistance related to successful school completion and post-secondary entry/re-entry; (7) maintain accurate, up-to-date student information; (8) prepare and maintain accurate monthly reports that include narrative analysis of each student's Talent Search participation and progress as well as administrative information such as; travel forms, time and commitment forms, travel logs and time sheets; (9) supervise and coordinate tutors and mentors at assigned target schools; (10) plan and coordinate college visitations, cultural activities, workshops, and events for students, teachers, parents, and the community; (11) must maintain a good driving record with a valid New Mexico driver license; and, (12) nothing contained herein shall limit the president in assigning the employee to any of the various college activities for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: Bachelor's degree in education, social or behavioral science or related field, is required. A Master's degree is preferred. All degrees must be from a regionally accredited institution. Experience working in a school setting and with at-risk students is preferred. Computer proficiency required. Proven written and oral communications skills. Spanish fluency is preferred.

Salary/Benefits: This is a 10-month, exempt, professional position funded by a grant. Continued employment will depend on grant funding. Salary range is \$26,218 to \$32,772 commensurate with education and experience. Standard NMJC benefits apply. Note: NMJC does not participate in social security deductions.

Application Deadline: October 27, 2004 at 5:00 p.m. MDT. To ensure consideration, all application materials must be received by the deadline. Please do not send any application materials via e-mail.

To Apply: Submit an NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

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APPLICANT LIST

Position: Talent Search School Coordinator

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Garza, Sandra	Yes	No	
Rice, Tom	Yes	No	
Perry, Sonya	No	No	
Owens, Tanya	No	No	
Garcia, Norma	Yes	No	
Horton, Christopher	No	No	
Rodriguez, Aime	No	No	
Warner, John	No	No	
Friend, Ty	Yes	Yes	Start date: Pending Board approval.